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DIVISION OF INDUSTRIAL OPERATIONS

THE UNIDO PROJECT PERSONNEL RECRUITMENT SECTION MANUAL*

Second Edition
January 1985

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FOREWORD

This Manual* has been prepared to assist UNIDO staff members at Headquarters, UNDP and UNIDO field personnel, National Recruitment Services and other organisations, not necessarily belonging to the UN system to carry out their assignments in connection with the project personnel recruitment activities of UNIDO.

Although some administrative procedures are described, these pertain solely, or are directed mainly, to project personnel recruitment activities and not to personnel administration.

The Manual refers to conditions prevailing in 1981 but will be periodically revised to accommodate the changing needs of a dynamic activity, since the provision of technical assistance experts to developing countries is one of the main reasons of being of the UN organisations.

The Manual has been prepared by the Project Personnel Recruitment Section of the Division of Industrial Operations of UNIDO which is one of the largest of the organisation comprising, in 1981, 11 professionals and 41 general service personnel. The Section is composed of Recruitment Officers, appointment clerks dealing with appointments, roster clerks manning the roster, clerks dealing with the planning and monitoring of recruitment, and clerks dealing with new applications of experts and consultants. Annex I shows an organigram of the Section.

* The terms "he", "his" and "himself" are utilised throughout this Manual in the generic sense, and thus include both male and female experts, consultants, Resident Representatives and others.

I. POLICY

To carry out its mandate, especially in the field of technical co-operation, UNIDO assigns to the developing countries project personnel of different natures.

At the project level, experts assist governments to achieve the objectives of industrial development projects they are carrying out in co-operation with UNIDO. At the country, regional and interregional levels, UNIDO makes available to recipient countries Senior Industrial Development Field Advisers (SIDFAs) who assist them in planning and implementing programmes and projects. These SIDFAs form the principal members of the UNIDO extension network in the field. UNIDO also gives an opportunity to young university graduates and technicians to acquire experience in dealing with industrial development problems by assigning them as assistants to project personnel of more senior status. These are the associate experts and Junior Professional Officers (JPOs).

Finally, UNIDO provides international operational assistance experts (OPAS) to developing countries to fill executive or administrative posts in a government's machinery on a temporary basis.

II. WORK OF THE PROJECT PERSONNEL RECRUITMENT SECTION

A. Definition of project personnel

Project personnel shall mean individuals who are appointed under the Staff Regulations for service with projects in the various technical assistance programmes, except individuals specifically recruited to serve in the General Service category and individuals specifically recruited as associate experts under bilateral agreements between the United Nations and Governments. (Staff Rule 200.2(b)).

The SIDFAs, JPOs and United Nations Volunteers are appointed and administered by UNDP but they receive instructions from UNIDO.

The OPAS experts are appointed and administered by UNIDO. In addition to the Government salary, they receive supplementary remuneration from UNIDO. Therefore, they do not belong to project personnel as defined above. They are, however, dealt with here because the procedures for their recruitment are similar to those of regular experts. (See Annex XX).

For the sake of completeness it should be mentioned that UNIDO's Purchasing and Contract Services (PAC) also subcontract out services to consulting organizations. Individuals employed under these conditions are, however, not considered UNIDO project personnel.

B. Functions of the Project Personnel Recruitment Section

The Project Personnel Recruitment Section (PPRS) of the Division of Industrial Operations (DIO) is responsible for planning, co-ordinating and conducting the recruitment of all project personnel. PPRS also recruits OPAS experts on behalf of requesting governments. For this purpose, PPRS established recruitment plans, conducts recruitment drives, maintains a roster and submits to the requesting governments, through the UNDP Resident Representative, the names of candidates who are found qualified after evaluation. Finally, PPRS appoints all project personnel except SIDFAs, JPOs and United Nations Volunteers.

C. Categories of project and field personnel

(a) Experts

An expert is a person appointed by UNIDO to undertake technical assistance assignments at the request of governments of developing countries. Technical Assistance project budgets provide funds for experts on budget lines 11-01 to 11-49. The funds for the financing

of these experts come from several sources, which are listed with their code numbers in Chapter K of the UNIDO Codes for Computer Applications and these are the following: 1. Regular Programme (RP); 2. UNDP/IPF: Cost Sharing (CS), IPF (DP); 3. Government Cash UNDP (DC); 4. Programme Reserve (DA); 5. Special Industrial Services (SI); 6. Special Measures (SM); 7. UN Industrial Development Fund (UNIDF): Transfer of Technology (TT), Convertible Currency Allotment (UC), General Non-Convertible Pledges (UD), General (UF) and Special Purpose (US); 8. General Trust Fund: General (VC), Special (VS); 9. SIS Trust Fund (TS); 10. Trust Funds: Government Cash UNIDO (CC), Capital Development Fund (CD), Population (PF), Trust Funds (TF); and 11. Other sources: Accounts Receivable (AR), Associated Agency (DU), Environment (EP) and IBRD/COOP (IB).

An expert is required to advise, assist and participate in performing certain duties or to undertake certain operations in developing countries in an effort to improve their industrial potential. He must have the specific skill and extensive experience, and if deemed essential, the academic qualifications to undertake the assignment. In addition, and often most important, he must have the personal qualities to deal easily and effectively with government officials and other nationals, a point that is normally assessed by a professional interviewer and by persons directly acquainted with the candidates.

The participation of women in UNIDO's field projects is especially encouraged, as is the recruitment of experts from developing countries, following the mandate of the General Assembly.

(b) Consultants

Consultants are persons hired to carry out specific items of work for whom funds are provided in project budgets under the heading "Consultants". In the case of Trust Funds (TF) and UNDP funded technical assistance project budgets implemented with effect from 1 January 1980, funds for consultants are provided on budget line 11-50 and actual expenditure in respect of individual consultants is recorded on budget lines 11-51 onwards. The definition of "consultants" is under review.

Consultants usually serve under a special service agreement, receiving a gross fee which has previously been agreed upon and which covers the whole assignment; they can also be hired as regular appointees under the 200 series of staff rules. The qualifications required of the experts are also applicable to consultants; they are normally hired for a maximum period of six months.

(c) Chief Technical Advisers

The officer-in-charge of large-project operations in the field is normally referred to as the Chief Technical Adviser. Since he is the key person in the project, he must be of a suitable calibre both in terms of high professional qualifications and acceptable leadership qualities. To an appreciable extent, the success or failure of the project depends on the type of person selected to head it. UNIDO officials responsible for evaluating, interviewing and selecting chief technical advisers should, among other things, be guided by the following points when considering candidates for chief technical adviser posts:

i. the relevance of academic background professional experience and language proficiency to the requirements of the job;

ii. general technical knowledge;

iii. leadership qualities:
- organisation and administrative skills
- ability to deal easily, effectively and tactfully with individuals of various backgrounds and cultures
- ability to express ideas clearly and concisely
- international mindedness, ability to adapt to and appreciate social customs and ways of life in developing countries;

iv. knowledge of the economic and social problems of developing countries;

v. international experience gained through service with private firms, government bilateral technical assistance, United Nations family or other international organisations;

vi. availability in terms of the project's duration.

Since the Chief Technical Adviser plays a decisive role in formulating the project's objectives and the inputs of UNIDO, he should be appointed as early as possible and in any case before the recruitment of the project experts. He has to assist government officials responsible for the project in preparing the final version of the project draft for approval. The chief technical adviser's duties and responsibilities may vary , particularly with regard to the substantive planning and direction of the project. However, as the senior representative of UNIDO on the project, he is always responsible for:

i. the supervision of the international staff of the project;
ii. all material, equipment and vehicles, and the local disbursement of any funds UNIDO furnishes to the project;
iii. the control and use of land, buildings, equipment, materials, supplies and other property belonging to UNIDO;
iv. such procurement and other activities as UNIDO delegates to him;
v. the preparation of assistance in the formulation of the terms of reference for all the posts under the project.

If an Administrative Officer is assigned to the project, some of the above-mentioned functions are delegated to him. In accordance with the new reporting requirements for projects financed by the United Nations Development Programme(UNDP), Chief Technical Advisers are required to draft a number of reports, which are finalised at the secretariat, including technical reports and terminal reports, and sometimes also investment potential reports. In addition, the Chief Technical Adviser has to prepare progress reports as requested in connection with tripartite reviews. For futher information, please consult the Chief Technical Adviser's Manual.

(d) Administrative Officers

The Chief Technical Adviser should not be overburdened with administrative detail so that he can concentrate his efforts on the direction and supervision of the substantive activities. For this reason, Administrative Officers are hired.

In most cases, the administrative functions in the field related directly to UNDP projects largely comprise handling local currency disbursements and establishing and maintaining leave records and UNDP property records etc. In most cases, it should be possible for these functions to be performed by the Administrative Officer provided to the Chief Technical Adviser. This post should, if possible, be filled through local recruitment.

In certain projects located in the capital of a country, the administrative services can be provided at least partly by the office of the UNDP Resident Representative. For many projects, however, especially those located some distance from the capital and involving many persons and a substantial amount of equipment, it may be necessary to provide for an internationally recruited administrative officer at the professional level for at least the first two years of the project. During this period, a local replacement will presumably be trained, but if that is not possible, it may be necessary to keep an international Administrative Officer for the entire life of the project.

Although the duties and responsibilities of administrative officers will vary between projects, they will basically be similar. Under the basic supervision of the Chief Technical Adviser, Administrative Officers will be expected to do the following:

i. assume responsibility for the preparation of organisational procedures and advise counterpart personnel on administrative matters;

ii. prepare periodic statements of account for the project, including counterpart cash flow;

iii. control and analyse all expenditures effected against allocations in the project document;

iv. prepare and maintain property records and requisitions for equipment and supplies;

v. prepare periodic inventory and statistical reports and maintain personnel records;

vi. assist the Chief Technical Adviser in preparing and co-ordinating the financial aspects of periodic reports on the status of the projects;

vii. set up a system of administrative correspondence in English, French or Spanish, where applicable, and supervise the maintenance of files and records;

viii. assist the international experts in administrative matters, particularly by arranging transport, meetings and in providing equipment;

ix. supervise local administrative counterpart personnel.

(e) Associate Experts

Most of the Associate Experts are university graduates with some or no professional experience at all. They are assigned to work under the supervision and guidance of UNIDO experts. Associate Experts are provided in response to a specific request from the receiving countries. Associate Experts are not sent to a country and may not remain there without the approval of the government of that country. They cannot be placed in established posts at UNIDO Headquarters.

As international civil servants, they are subject to the rules and regulations of the United Nations for the duration of their assignment. They are appointed in the same way as regular experts except that the donor government, which provides the experts, is responsible for all costs such as salaries, allowance, insurance and cost of transport to and from the duty station.

Each associate expert is normally assigned for an initial period of not more than 24 months. UNIDO may extend this period in agreement with the donor government and the government of the receiving country. Since the inception of the programme, thirteen countries have signed formal agreements with the United Nations, and are participating in the programme, notably:

Austria
Belgium
Denmark
Finland
France
Federal Republic of Germany
Iran
Italy
Japan
Netherlands
Norway
Sweden
Switzerland

These donor countries nominate and finance the appointment of candidates who are their own nationals.

(f) United Nations volunteers

On 7 December 1970, the United Nations General Assembly adopted resolution 2659 (XXV) establishing the programme of United Nations volunteers within the framework of the United Nations system, with

effect from 1 January 1971. The Secretary-General of the United Nations designated the UNDP as the agency to administer the United Nations volunteers.

Requests for volunteers for industrial development projects are channelled through UNIDO to the office of the United Nations Volunteers Co-ordinator in Geneva. This office selects candidates in co-operation with UNIDO. The volunteers are recruited and administered during their assignment by the same office. The costs for volunteers are financed from a special fund made up of voluntary contributions from governments, international organisations and individuals. Local costs are in most cases paid by the recipient country's government; the international costs are charged to the UNDP component of the budget.

(g) Regional Advisers

Regional Advisers are UNIDO project personnel attached to regional commissions or their subregional offices. The Regional Advisers assist in improving the effectiveness of co-operation between UNIDO and the United Nations regional commissions and in improving the quality of assistance provided to the developing countries of the respective geographical areas, with particular emphasis on regional activities and regional or subregional economic integration. In close co-operation with the SIDFAs in various developing countries they provide an effective means of ensuring that the technical assistance programmes will correspond as closely as possible to the real needs of the regions.

According to the requirements of the region, UNIDO recruits regional advisers in various fields of activity e.g. metallurgy, industrial training, agricultural machinery and implements, chemical industries and industrial programming and planning. Regional Advisers' posts are financed from the UNIDO regular programme of technical assistance. Funds are allotted each year to provide for about 16 posts, which are distributed among the four United Nations regional economic commissions (ECA, ECLA, ECWA and ESCAP). The procedure for recruiting Regional Advisers is similar to that for regular experts.

(h) Interregional Advisers

Interregional Advisers are specialised in selected fields and operate from UNIDO Headquarters in Vienna. They are assigned to the office of the Director of the Division of Industrial Operations, and they also render at short notice high-level expert advice to governments of developing countries requesting their services. Their posts are financed from the UNIDO regular programme of technical assistance. They are recruited and extended, if need be, by the Secretariat Recruitment Section of UNIDO.

Their activities include preparing and assisting in technical meetings and group training programmes, advising backstopping officers at Headquarters on specific problems, revieving existing field projects, preparing nev projects, re-assessing the scope of projects where and when required, preparing substantive specifications for contract studies, participating in the field in the take-off and close-out of such contract studies, carrying out urgent SIS projects for which no appropriate expert has been identified, trouble shooting on specific technological problems and providing any other special advisory services in their specific functional qualifications which the government of a developing country may request.

(i) Senior Industrial Development Field Advisers

Although UNIDO searches for candidates, assesses their technical suitability and fi ally recommends them to UNDP for SIDFA posts, UNDP Headquarters appoints these advisers and administers them in the field. UNIDO also recommends to UNDP, if appropriate, the extension of the period of service of the Field Advisers and, if approved, UNDP takes the necessary action. The SIDFAs are appointed in pursuance of an agreement between UNIDO and UNDP, the purpose of which is:

i. to provide, as required, the services of qualified advisers on matters of technical co-operation to both the technical authorities of the recipient governments and to the Resident Representatives;

ii. to assure UNIDO of an adequate channel of communications with Member States on matters outside the scope of UNDP-sponsored activities, as well as with regional economic commissions and with other regional and subregional organisations.

The duties of the SIDFAs are defined in the UNIDO/UNDP agreement. The SIDFAs bear the main responsibility for industrial development policy under the general administrative authority and guidance of the UNDP Resident Representative. In particular they:

i. maintain direct contacts with the technical authorities of the recipient government in matters of programming, execution and evaluation of UNIDO projects. Dealings with the central organs of the government on UNDP matters are principally reserved for the Resident Representative. In carrying out their functions, the SIDFAs maintain close working relations with the appropriate officials of the regional economic commissions;

ii. maintain contact with and guide UNIDO experts;

iii. participate, as appropriate, in the planning of UNDP projects for which UNIDO is to be the executing agency and co-operate with the Chief Technical Adviser of such projects in reporting and evaluation; in matters of programming, the SIDFA keeps in close touch with the UNDP Resident Representative and may be requested to suspend action if the Resident Representative deems it necessary;

iv. provide UNIDO with proposals and suggestions which may lead to improvements in the delivery of UNIDO assistance;

v. represent, upon request, UNIDO at regional and special meetings concerned with industry and report on these to UNIDO Headquarters.

The SIDFAs receive instructions from and report directly to UNIDO, with copies of correspondence to the UNDP Resident Representative. Since the UNDP offices provide administrative support, the SIDFAs concentrate on programming, execution and evaluation of UNIDO projects in close touch with the UNDP Resident Representative and the technical services of the government.

SIDFAs are stationed in the office of a UNDP Resident Representative. They may serve several countries. In such cases their relationship with each of the Resident Representatives concerned is the same as that described above in connection with their duties.

(j) Junior Professional Officers (Assistants to the SIDFAs)

JPOs are appointed by UNDP and assigned to UNIDO SIDFAs if there is one available, otherwise to the office of the UNDP Resident Representative. They work under the direct supervision of the SIDFAs and assist them in their activities. They are financed under a system similar to that for Associate Experts. The agreements to provide JPOs are made between the donor countries and the United Nations. Up to now, Belgium, Denmark, Finland, Federal Republic of Germany, Japan, Netherlands, Sweden and Switzerland have provided such officers.

(k) OPAS Experts

On the basis of the United Nations General Assembly resolutions 1256 (XIII) and 1946 (XVIII), a programme to provide developing countries with executive and administrative personnel, at first referred to as OPEX Experts, at present referred to as OPAS Experts, was established. The objective of the programme is to provide developing countries with the service of international experts who fill temporarily executive and operational posts in the machinery of the governments of the countries to which they are assigned.

The expert serves as a civil servant of the government concerned, which pays him a salary and related emoluments, at the rate payable to national civil servants or other comparable employees holding the rank of the post to which the expert is assigned. In the performance of his duties, the expert is solely responsible to and under the direction of the recipient government, which accords him the same privileges and immunities in respect of his services as other UNIDO project personnel in the same country.

UNIDO provides a contract to the OPAS Expert which specifies the various benefits he will receive from UNIDO. This contract provides that UNIDO will pay an appropriate stipend to supplement his salary and allowances from the government and will grant additional benefits under terms, conditions and definitions which are generally the same as those applicable to UNIDO project personnel. He is not granted a letter of appointment or a United Nations Laissez-Passer and does not become a participant in the United Nations Pension Fund unless he was on a regular appointment and was a full participant in the Fund before his appointment as an OPAS expert.

(1) Industrial Investment Promotion Advisers

To promote the participation of firms from developed countries in industrial projects in developing countries in the form of capital investments, joint ventures, licencing, limited-time partnership and any other form of co-operation, the Investment Co-operative Programme of UNIDO - a joint operation with the World Bank - has already set up offices in Brussels, Cologne, New York, Paris, Tokyo, Vienna and Zurich and it is envisaged that more will be established in the future.

These offices are staffed by industrial investment promotion advisers appointed by UNIDO normally upon nomination by the respective donor countries; they are considered outposted UNIDO staff members, receive a Laissez-Passer and have the same entitlements as normal UNIDO field experts.

D. Headquarters staff members engaged in handling project personnel

(a) Requesting Officer

The Requesting Officer is the person who initiates the request for the recruitment of project personnel. For experts, consultants, Chief Technical Advisers, Administrative Officers, Associate Experts, United Nations volunteers and OPAS Experts, it is the backstopping officer of the Division of Industrial Operations. For regional advisers it is the head or chief of the branch or section of the division. For SIDFAs and JPOs it is the Chief, Field Report Monitoring Section, Division of Policy Co-ordination and for the Industrial Investment Promotion Advisers, it is the Director, Investment Co-operative Programme Branch of the Division of Industrial Operations. Sometimes the hiring of consultants is requested by other divisions such as the Division for Industrial Studies.

(b) Certifying Officer

The Certifying Officer is responsible for ensuring, inter alia, that a proposed expenditure can be met from the balance of funds available, with due regard to foreseeable future obligations. In respect of posts financed by resources for which UNIDO is responsible this function is carried out by Financial Management Section (FMS) and is normally based on the number of expert man-months authorised in the project budget. In the case of Trust Fund (TF) projects, however, FMS certification is based on both man-months and on the related funds provided in the project budget. The Experts Unit, Personnel Administration Section is the certifying office for all common staff costs financed from all sources.

(c) Recruitment Officer

The Recruitment Officer in the Project Personnel Recruitment Section is the person responsible mainly for:

i. examining the job description and introducing appropriate changes in consultation with the Backstopping Officer concerned in order to conform to the recognised standards and to facilitate recruitment;

ii. searching for candidates by screening the roster and circulating the job description to potential recruitment sources;

iii. keeping in constant and active contact with recruitment sources;

iv. evaluating applicants' records and consulting with the Substantive Office on the applicants' technical suitability;

v. conducting or arranging interviews of candidates;

vi. selecting candidates for presentation to the recipient governments;

vii. determining the salary classification of the expert to be appointed;

viii. negotiating the terms and conditions of employment with individuals, organisations and private firms;

ix. negotiating the release of selected candidates for field service with UNIDO;

x. appointing on behalf of the Secretary-General the experts selected;

xi. participating in the briefing and debriefing of project personnel.

E. Job descriptions

The job description contains pertinent information concerning the objectives of the post or project and the expertise needed for the job. It sets out the duties and responsibilities of the expert

being sought and is circulated to potential recruitment sources. The major components of a job description are the following: heading, title of the post, project identification code, industrial area and function code, duration, date required, duty station, purpose of project, duties*, qualifications, language required and background information.

F. Types of appointment

(a) Regular appointment by UNIDO

Most of the experts receive regular appointments. Their conditions of service are governed by the provisions of the 200 series of the Staff Rules. They are granted letters of appointment and take the oath of office. Their salaries and allowances are processed by issuance of the standard personnel action form (P.5 - see pages 26 and 27). When administrative considerations preclude the application of this method, the experts can be employed on the basis of a special service agreement, reimbursable loan or non-reimbursable loan. Once in the field, experts and consultants are administered by the Experts Unit, Personnel Administration Section.

When appointed, the experts, except for OPAS Experts, become project personnel of UNIDO. The regular appointments fall into three categories:

i. Short-term appointment: duration of less than 12 months; the expert is considered a staff member of the Organisation but receives no provision for family members. The net salary (at the single rate) is exempt from tax and payable in a single currency of the expert's choice; a daily subsistance (DSA) is paid in addition to the salary, according to the UN rate designated for each country; the expert receives a round-trip air economy ticket plus 10 kg excess luggage and 100 kg surface or 50 kg air freight. The expert is eligible to enrol in Group Life and Group Medical Insurance

* For further information, please consult UNIDO/PPRS Document 80-38512 "Guidelines for the Preparation of Job Descriptions".

schemes and after more than six months' service, annual leave is provided at the rate of 2.5 days per month.

ii. Intermediate-term appointment: duration of more than 1 year but less than 5 years, the expert is considered a member of the Organisation and the following provisions are made for the family: dependency allowance, education grant, post adjustment, assignment allowance, installation and repatriation grant. The net salary (at the dependency rate) is exempt from taxation and is payable as follows: a minimum of 30 per cent in the duty station currency and a maximum of 70 per cent in a single currency of the expert's choice. Exceptions to the standard formula are, however, applicable at certain duty stations. The expert and his eligible dependants are granted a round-trip air economy ticket, provided that the dependants remain at the duty station for a minimum of 6 months. Entitlement to 2.5 days' annual leave per month; home leave every two years for expert and dependants; family visit travel for expert to visit family members, once every year in which there is no home leave entitlement, provided family members have not joined the staff member at the duty station; eligibility to participate in the Group Life and Group Medical Insurance schemes and automatic participation in the UN Joint Staff Pension Fund.

iii. Long-term appointment: applicable to experts who have completed 5 years' service and whose appointment is converted from intermediate-term to long-term status; the conditions of service remain those applicable to intermediate-term appointments except that the assignment allowance is discontinued after seven years at the same duty station.

(b) Special Service Agreement (expert on mission)

When an expert is appointed under a special service agreement, UNIDO provides his travel and daily subsistence allowance. He is paid, however, either a lump sum, a weekly or monthly fee for his

services. He is responsible for paying any taxes levied by his government and UNIDO will not refund such taxes. Special Service Agreements are usually offered for assignments of six months or less (See Annex II);

(c) Reimbursable loan

If a firm or organisation is not willing to lend one of its staff members to UNIDO for a field assignment as an expert on the basis of a regular appointment or Special Service Agreement, UNIDO can engage the person by reimbursing the full costs of his services to the lending employer. This type of appointment is negotiated through an exchange of letters.

The firm or organisation is reimbursed by UNIDO for the costs of the services of its staff members, but is required to provide UNIDO with a complete breakdown of all emoluments paid to the person concerned, including the administrative costs incurred that result from his release. Travel and daily subsistence at the duty station are not included, since they are provided by UNIDO. UNIDO will not refund any taxes levied on the firm, organisation or individual (See Annex III).

(d) Non-reimbursable loan

A government or organisation may provide the services of an expert to UNIDO without cost. In this case, UNIDO pays the travel expenses and a daily subsistence allowance and sometimes an honorarium. UNIDO also requests a statement in writing from the government or organisation providing the expert to the effect that the person is being lent to UNIDO without a charge for his services.

(e) Regular appointment by other organisations

Senior Industrial Development Field Advisers and Junior Professional Officers are appointed by UNDP. United Nations volunteers are appointed by the United Nations Volunteers Co-ordinator in Geneva.

(f) Hiatus financing and extended sick leave

In order to retain, between two successive assignments, the services of experts possessing unique expertise that would be difficult to obtain in a short period of time, the UNDP Policies and Procedures Manual contemplates the administrative arrangement called Hiatus Financing.

When a period of sick leave exceeds the annual six weeks, which is the normal period accepted by UNDP as a charge to the project budget, experts can have recourse to an extended sick leave. Guidelines on both subject matters can be found in Annex IV.

(g) Trust-Funds-financed experts

Trust Funds are generally established to finance a number of projects over and above the resources available for direct assistance. Trust Funds cover three main types of activities: deposits by donor countries for specific project; deposits by donor countries for Associate Experts, Investment Promotion Advisers and Junior Professional Officers; and deposits by recipient governments for specific services they wish UNIDO to provide. Except for the Junior Professional Officers, PPRS undertakes the recruitment of Trust Funds financed experts. Trust Funds are used in accordance with agreements reached among all parties concerned.

In order to give donor governments an estimate of the cost, it is necessary to prepare a composition of expert's costs including the several elements that compose an expert's salary. Annex V shows a typical composition of the cost of an associate expert; Annex VI shows a typical composition of the cost of a short-term Trust Fund financed expert and finally, Annex VII shows the standardised proforma costing sheet of an intermediate expert. These compositions are prepared by the Appointment Unit of PPRS, in collaboration with other departments of the Organisation, such as the Travel and Transport Unit of the Division of Administration.

G. Recruitment sources

(a) The roster

The UNIDO computerised roster contains candidates who have shown interest in being considered for vacant posts as they occur; these are candidates who have been nominated by the various recruitment sources with which UNIDO is in constant touch and also candidates serving in the field. Candidates are evaluated and only those whose qualifications are in line with UNIDO's activities are placed on the roster. The candidates are classified on the basis of industrial area and function codes, which are contained in section F of the UNIDO Codes for Computer Applications, too numerous to be listed here.

On receipt of a job description, the relevant information is fed into the computer, which then provides a print-out of all candidates who could possibly undertake the assignment. The recruitment officer examines the files of those most suitable, taking into consideration that the panel of candidates should cover a wide geographical distribution, after which he sends them to the Substantive Section for final evaluation. When highly specialised experts are required, it is possible to make a manual search of the roster print-out which gives the industrial area, function and, where applicable, the specialisation. Files of candidates included in the roster are constantly being updated, reclassified or removed on the basis of new information.

If a roster search proves unsatisfactory, the job description is circulated world-wide among national recruitment services, the offices of Resident Representatives and selected institutions in developed and developing countries and the post is also advertised in the UNIDO NEWSLETTER.

Following a programme of modernisation, PPRS will in future modify the computerised roster to amplify the classification code to make it more efficient in selecting candidates by a clearer, more comprehensive description of their specialities. Moreover, the roster clerks will be able to make direct inputs into the computer (inputs are presently done through the Electronic Data Processing Section (EDP)). It will also be possible to roster technical colleges, consulting firms, institutes and industrial and business organisations as sources of expertise for UNIDO's technical assistance projects.

(b) National Recruitment Services

The Governments of the United States of America, Australia and Japan and most of the governments in Europe have established an office which assists UNIDO in locating highly qualified nationals of their countries. UNIDO provides these offices with job descriptions for all vacancies for which candidates are needed and keeps them informed of the status of recruitment. The offices in turn distribute the job descriptions to universities, private organisations and private companies. They screen and propose experts for specific posts. Since most of these recruitment services screen candidates thoroughly to ensure that the individuals considered meet high standards of professional competence and have the appropriate personal qualities, Backstopping Officers should refrain from contacting individuals directly to ascertain their interest and availability. Such action is to be undertaken only by the Recruitment Officers.

(c) Office of the UNDP Resident Representative

The office of the UNDP Resident Representative is also a potential recruitment source. It brings vacancies to the attention of government departments, universities, private companies, industrial consultants and industrial organisations by circulating job descriptions. This office also nominates candidates and interviews them upon request by and on behalf of UNIDO. It also negotiates the release of government civil servants selected for assignments in the technical assistance programme.

(d) Other sources

As a result of meetings, group training programmes and advertisements in the UNIDO Newsletter, many universities, technical colleges, consulting firms, institutes and industrial and business organisations are becoming increasingly aware of UNIDO activities and have shown special interest in providing highly qualified experts or consultants to serve in the technical assistance programme, either as individuals or by means of a reimbursable loan agreement. UNIDO is making constant efforts to develop and expand contact with such potential sources of recruitment in close co-operation with the national recruitment services.

(e) National human resources in the implementation of UNDP-supported projects 1/

General Assembly Resolution 3405 (XXX) laid down the principles of the "New Dimensions" in technical co-operation projects, one of which was the use of locally recruited nationals. The recruitment, appointment and administration of national experts under line 17 of DP projects is effected at UNIDO Headquarters, following the procedures described hereunder:

1/ It should be noted that in the Chief Technical Advisers' Manual, page 242, Chapter C "locally-recruited project personnel" refers to general service personnel (stenotypists, secretaries, administrative clerks etc.) recruited as administrative support personnel of UNDP executed projects. The procedures mentioned therein do not apply to the locally recruited national experts for technical assistance activities.

i. The UNDP Resident Representative should forward all requests for the recruitment of national experts to UNIDO Headquarters, marked for the attention of the Backstopping/Substantive Officer (BSO), together with the following documents:

- The Personal History Form of the candidate;
- The Job Description;
- The suggested salary to be paid to the person to be recruited;
- The results of the medical examination of the candidate, which can be limited to a simple medical certificate, in the event of appointments of less than six months' duration.

ii. The BSO should request PPRS to initiate recruitment, as usual for any other posts, by sending:

- The IOD 5 Form;
- The Job Description in its final form, already in the UNIDO format;
- The certified P5 Form;

In addition to these documents, the BSO will send to PPRS:

- The Personal History of the candidate:
- The Evaluation Form with the BSO's opinion on the suitability of the candidate for the post in question:
- The results of the medical examination.

Should the BSO consider the candidate not qualified, he/she should clarify the matter with the UNDP Resident Representative, and obtain further information, which would lead to a positive evaluation or request the nomination of a new candidate. In this case, the BSO will delay sending PPRS the three latter documents until receipt of the new candidate's Personal History and the outcome of a positive evaluation.

iii. PPRS should evaluate the salary proposal mady by the UNDP Resident Representative, request clarification whenever necessary and process the appointment, which consists of:

- Offer to be made to the candidate;
- Clearance of the candidate by the Joint Medical Service, Vienna;
- Receipt of acceptance of offer from the candidate and completion of final formalities in PPRS.

iv. The case should then be sent from PPRS to the Expert Administration Unit, Personnel Administration, PS, for authorization of payments to the UNDP Office and all other formalities related to the Service Agreement.

If exceptions occur, they will be examined on an ad-hoc basis.

In many cases, local experts have been recruited using the normal UN Special Service Agreement Form (P.77). See Annex VIII. UNDP has prepared a draft "Service Agreement for National Experts" which is somewhat more elaborate. However, since a number of further improvements seems possible, it was recommended that "it be reviewed in the Consultative Committee for Administrative Questions (CCAQ) with the objective of finalising a basic contract that could serve as a model which each Agency could then adapt to its own needs and particular requirements". See Annex IX.

III. PROCEDURES (See Annex X)

A. Recruitment action

(a) Requesting Officer

As already mentioned, who the Requesting Officer is depends on the category of project personnel. The following procedures apply to those categories of project personnel for which the Backstopping Officer or the Head or Chief of a Section/Branch in the Division of Industrial Operations initiates action for recruitment (for posts, the financing of which, has been approved), or advance recruitment (for posts, the financing of which, has not yet been approved).

In the case of Regional Advisers, a regional commission submits a request accompanied by a draft job description to UNIDO. In processing this request and searching for candidates, procedures similar to those for recruiting regular experts are followed. The Head or Chief of Section, Division of Industrial Operations, is the Requesting Officer. The exceptional procedure for this category of project personnel is that the panel of candidates is submitted to the Executive Director for his consideration before it is submitted to the regional commission which initiated the request.

In the case of Interregional Advisers, the Director of the Division of Industrial Operations initiates action for recruitment. The procedures followed and the forms used, are similar to those used in recruiting project personnel in the categories for which recruitment action is initiated by the Backstopping Officers of the Division of Industrial Operations. The Executive Director makes the final selection of candidates.

In the case of SIDFAs and JPOs, the Chief, Field Reports Monitoring Section, Division of Policy Co-ordination, initiates the action for recruitment. UNIDO selects the candidates, but UNDP appoints them on the basis of a written request from UNIDO.

The Requesting Officer for the United Nations volunteers is the Backstopping Officer in the Division of Industrial Operations. He receives a request from a government accompanied by a job description. Volunteers are always assigned to UNIDO experts and are, therefore, included in the project document or project data sheet budgets. The United Nations Volunteer Co-ordinator in Geneva has the responsibility of searching for candidates. He refers the candidates' files to the Backstopping Officer for technical evaluation.

(b) Request to initiate recruitment action (Form IOD.5 - see Annex XI)

Every request to initiate recruitment action should include the full project number and post identification, or budget line (see page 38). The post identification number must be recorded on all personnel action forms, project allotment documents (PAD), travel authorisations, miscellaneous obligation documents, job descriptions etc.

The initial request, Form IOD.5, for posts financially approved should be submitted by the Backstopping Officer direct to PPRS with three copies of the job description and three copies of the signed project data sheet for SIS posts, or one signed project document for posts financed by UNDP or a copy of the cable notifying approval by UNDP. It should indicate the source of funds, the country, year of

approval, the sequential project number (if known), budget line component and the group of specific activity, against the heading "identification number". If the sequential project number is not known, the three-character indicator XXX should be used. The FMS copy of the IOD.5 form should be destroyed. Once the candidate has been selected, the Backstopping Officer sends the Personnel Action Form, P.5 (see Annex XII) to FMS for certification. The left-hand side of the P.5 Form must be completed by the Requesting Officer (see page 40). Form IOD.5 is used for both recruitment action and also for advance recruitment action. Form IOD.15 (see Annex XIII) is the request for appointment of a candidate selected. If a post is cancelled, Form IOD.13 is used. See Annex XIV.

(c) Advance recruitment action

The aim governing advance recruitment is to provide an expert's services to a government at the earliest possible date following the financial approval of the post by UNDP, prior to which no certification can be given. The posts under advance recruitment are accorded the same attention, time and efforts as regularly approved posts, except that the job descriptions are not circulated. A long delay in receiving financial approval of the post once the request for advance recruitment has been forwarded to PPRS may render fruitless the recruitment efforts already made. The candidate considered would in most cases no longer be available or the original requirements of the post may have been altered by the government. It would, therefore, be useful if the requesting officer could indicate the estimated time required for the approval of the post.

If an IOD.5 has been submitted to PPRS for advance recruitment action, the procedure for regular recruitment should be followed when the post has been financially approved. If the job description remains unchanged, this should be specified on the IOD.5 under "Remarks". If it has been changed, three copies of the revised job description should be attached.

(d) Identification and evaluation of candidates from the roster

On receipt of the job description with the request to initiate recruitment action, or advance recruitment action, PPRS begins to search for candidates. If the Recruitment Officer cannot find suitable candidates immediately, a roster search is made. By feeding into the computer information on potential candidates (see UNIDO Codes for Computer Applications) the Roster Unit obtains a print-out of those candidates included in the roster who could undertake the assignment.

The Roster Unit obtains the files from the registry and selects the files of those candidates who appear to be the most suitable and may be available. Due consideration is given to as wide a geographical distribution as possible. The files are forwarded to the appropriate Recruitment Officer, who conducts a preliminary evaluation before sending the files to the appropriate Backstopping Officer for evaluation.

(e) Search for candidates from National Recruitment Services and other sources

If the roster fails to produce qualified candidates, the job description is printed, with a deadline for nomination of candidates. The job description is circulated to all national recruitment services, UNDP Resident Representatives and other sources of recruitment which might be asked to provide UNIDO with the names of candidates having the required qualifications etc.

Candidates nominated are pre-assessed by the recruitment officer before he processes them for evaluation.

Annexes XV and XVI show the forms Technical Assistance Recruitment Service (TARS) I and II, which are self-explanatory.

(f) Interviewing of candidates

Unless UNIDO is aware of the professional skill of a candidate and his ability to deal easily and effectively with government officials and other nationals of the country, an interview is arranged. TARS representatives in Geneva periodically visit most of the National Recruitment Services in Europe to interview candidates, and in some cases a professional assessor is also present at the interview. Candidates may also be interviewed by the UNDP Resident Representatives and the UN Central Employment Service in the United Nations Headquarters, for North American candidates. In addition, field advisers and regional advisers conduct interviews for UNIDO, and sometimes the candidate is brought to UNIDO Headquarters for an interview.

If the candidate is interviewed in Vienna, the following points should be noted:

i. the objective of the interview is to assess the candidate's professional skill and the extent to which it matches the requirements specified in the job description. It is often useful to begin by discussing the job description. The interviewer should also try to assess the character of the candidate and the degree to which he may be expected to adapt to his new status as "an expert in the field". The candidate's career should be examined as thoroughly as possible;

ii. in assessing "personality", the interviewer should remember that, while the impressions he gains from the interview are important, they are not the whole story. Personal impressions should be checked as far as possible by considering the kinds of posts the candidate has held, the degree to which he was called on to exercise authority, and his success in doing so;

iii. the interviewer should be looking for some of the following elements of character: maturity, confidence, alertness, purposefulness, an awareness of how others may think and feel; an awareness that not all societies are the same and may have very different conventions from his own, and an ability to explain himself lucidly;

iv. the candidate's own views of his career are important and a discussion of his plans may reveal significant attitudes;

v. while every effort should be made to establish a cordial and frank atmosphere, the interviewer should remember that the candidate is usually (but not always) seeking a job; the interviewer cannot always expect the complete frankness which he would look for if he were engaged in a vocational guidance consultation. Nevertheless, unless the candidate is desperate, he will want a job that will suit him and which he feels he can do. Sometimes after a serious discussion with the interviewer, he will decide that the post in question is not for him.

(g) Assessment of candidates by Backstopping Sections

Since the Recruitment Officer pre-assesses candidates before he sends their files to the Backstopping Officer, the file of a candidate who is considered for either an advance or established post should be requested through the Recruitment Officer.

The Recruitment Officer examines the file to ascertain whether, among other things, the candidate has the necessary language skills, is not already committed to take another assignment with UNIDO or any other United Nations organisation or specialised agency and would be available in time to undertake the assignment. If he has previously undertaken an assignment in the United Nations family of organisations, his past performance is checked.

Form IOD.9 (see Annex XVII), "Request for Evaluation for Specific Vacancy", is completed during the process.

The candidate's Personal History Form and other data should be compared with the job description. The candidate may be "recommended", "recommended with reservations" or "not recommended". In reaching a decision on this crucial question, the evaluator should take into consideration the pitfalls and delays involved in a search for an "ideal" or "outstanding" candidate. If a candidate's professional background meets most of the requirements, he should be recommended.

The assessment should be specific. It should not repeat information given in the Personal History Form. How closely the technical qualifications and recent professional experience of the candidate relate to the post under consideration should be stated. Reservations should be cited. Specific strong points or shortcomings in education and experience should be brought forward and a conclusion drawn.

If the candidate is not recommended for the post it is particularly important that an explanation be given. A supplementary sheet may be necessary if the space provided on this part of the form is insufficient.

Qualified experts will be used more effectively if a candidate is matched to a number of related vacancies that he can fill rather than to a single vacancy.

If the Backstopping Section has not received the report of the interview nor a technical questionnaire before a candidate is assessed, it may request PPRS to clarify certain technical points or to obtain additional information during the interview. However, a provisional assessment should be made pending the receipt of this information.

(h) Rostering of new applicants

Form IOD.14 "General Assessment of Candidates", (see Annex XVIII), calls for a general evaluation of the candidate so that his qualifications can be codified. After a serious review of the file, the Backstopping Officer should recommend whether the candidate's name should be added to the roster. If the recommendation is positive, the Backstopping Officer should follow the UNIDO Codes for Computer Applications and suggest the appropriate industrial area and function classifications. A specialisation should also be suggested, if appropriate, to make the classification more meaningful. The level of responsibility that the candidate may be expected to assume with success should be indicated, ie. Chief Technical Adviser, Team Leader, Fully Experienced or Junior Expert.

If a candidate nominated by a National Recruitment Service or by a UNDP Representative receives a negative evaluation, the comments should be written in the United Nations working language acceptable to the nominating source.

(i) Availability of candidates

PPRS ascertains whether candidates, who are found suitable, are interested in the job are available. Depending on the nationality of the candidate, PPRS contacts him either through the National Recruitment Service, or the office of the UNDP Resident Representative in countries where no National Recruitment Services exist.

(j) Submission of names of candidates to governments

Once it is known that the candidates are interested and available, PPRS submits their names directly to the UNDP Resident Representative of the country concerned, who submits them in turn to the appropriate government authorities for approval. Lately, the checking of interest and availability is effected at the same time as the submission is made,

With each submission, PPRS requests the UNDP Resident Representative to inform the government concerned that UNIDO cannot assure the availability of the candidates if the government's decision is not received within one month from the date of receipt of the submission.

The clarity and sufficiency of the information furnished to a government about a candidate's professional qualifications is of paramount importance in influencing the government's judgement about the suitability of the candidate. It should be remembered that the UNIDO recommendation is based on the evaluation of more detailed information (including the interview report) than that provided to the government. Therefore, it is the responsibility of the Recruitment Officer to ensure that the information on the candidate is complete.

(k) Acceptance of candidates by governments

After reviewing the candidate proposed, the government concerned informs UNIDO through the UNDP Resident Representative whether the candidate is acceptable. Where a panel of candidates has been submitted, the government may select more than one, indicating the priority of its preference. The government may request additional candidates or reject the candidate submitted. In such cases, UNIDO should be informed of the reason, since the job description may need to be revised. The more accurate the information about the type of candidate needed, the better the chance for PPRS and the Backstopping Officer of recommending the correct candidate.

(l) Offer of appointment

After the candidate has been approved by the government, the Recruitment Officer completes the top part of the Form IOD.15, "Notice of Candidate Selection", (see Annex XIII), indicating the candidate's name and the post for which he has been submitted and send it to the Backstopping Officer, together with a copy of the cable or letter from the UNDP Resident Representative conveying the approval. The Backstopping Officer completes the lower part of Form IOD.15 giving details of briefing and debriefing, if required, and the duration, together with any other information he considers necessary for inclusion in the offer to be made to the candidate.

The offer of appointment contains information on the conditions of service and the formalities to be completed before the candidate's formal appointment, i.e. medical examination and release from the government, if applicable. With the offer of appointment, the expert is provided with various documents and forms related to medical instructions, inoculation requirements, travel, visa, conditions of service, the 200 series of Staff Rules and Regulations and Pension Fund Regulations, if applicable. In addition, the expert is asked to designate an acceptable reporting date.

After the preappointment formalities have been completed, PPRS issues a letter of appointment, which the expert receives either during his briefing in Vienna, or at the duty station if briefing was not considered necessary.

(m) Briefing of project personnel

It is the practice to bring most project personnel to Vienna for briefing, particularly if it is their first assignment with UNIDO. The amount of time spent in Vienna depends on various factors, mainly the duties to be performed and the length of the assignment.

Several other factors, such as the distance between the country of residence and the duty station, the nature of the assignment etc. contribute to the decision of the backstopping officer whether or not to bring the expert to Vienna for briefing or debriefing.

Category of Project Personnel	Briefing Period
Experts	1 - 2 days
Chief Technical Advisers	1 - 3 weeks
Administrative officers	1 - 2 days
Associate Experts	1 - 2 days
United Nations Volunteers	Depending on assignment
Regional Advisers	1 - 4 weeks
Interregional Advisers	Not applicable
Senior Industrial Development Field Advisers	1 - 4 weeks
Junior Professional Officers	1 - 4 weeks
OPAS experts	1 - 2 days

(n) Contract extensions

When the government requests the extension of an expert's contract, the Backstopping Officer in DIO processes the P.5 action through FMS following the procedure used for the original appointment.

Requests for extension of contracts should be processed whenever possible at least three months before the existing contract expires. This is particularly important when PPRS has to obtain the approval of further release from the expert's own government, especially if he is a government official. Most experts are also required to undergo a medical examination before the extension can be granted.

B. Reports on recruitment

(a) Status of recruitment for UNIDO field project posts

A confidential document indicating the status of recruitme for UNIDO field project posts is issued monthly, and is distrib to governments, national recruitment services, UNDP Resident Representatives and some staff members of the UNIDO Secretariat

Information is presented according to geographical area, English-speaking Africa, Africa (other countries), Latin Americ Asia and the Pacific, and Europe and the Middle East. The cou listed in each geographical area are indicated in alphabetical order. The following items are included in the report:

i. the post identification number quoted on each job description and used to identify the request;

ii. the post title, which identifies either the broad occu field in which assistance has been requested or the s job in this field; whenever the case, the word "consu is added to the title;

iii. the date of expiry of the period set for recruitment;

iv. the name of the Recruitment Officer;

v. the names and nationalities of all candidates under consideration for the post. After the person has bee selected and appointment formalities have been initia only the name of the person selected will appear;

vi. technical assessment of the candidate's professional qualifications for the specific post, ie. recommended, recommended with reservation or not recommended;

vii. the date of submission of a candidate or a panel of candidates to the requesting government;

viii. the date the offer of appointment was made to a candidate;

ix. the date on which the candidate is to report for duty once he has accepted the offer of appointment.

In line with the programme of modernisation of PPRS, the monthly publication, Status of Recruitment, was computerised in 1981. The Planning and Monitoring of Recruitment Unit (PMRU), which prepares this publication, now has an on-line terminal which is fully automated.

Apart from the classic information which was produced manually, this improvement allows the PMRU to produce a great deal of other useful items of information such as delays in government acceptance of candidates, average length of experts' fielding times etc. It also provides the capability to deal with ad hoc requests for various pieces of statistical information.

(b) Appointment list

A list of appointments confirmed is issued every month and distributed to all recruitment sources and some staff members of the UNIDO Secretariat. It contains the following information: country of nationality of expert, name of expert, post identification number, duration of assignment and specialisation (classification).

(c) Post Identification Code for Technical Co-operation Projects

The Post Identification Code for Technical Co-operation Projects is recorded on all Personnel Action Forms (P.5), Programme Allotment Documents (PAD), (see Annex XIX), Travel Authorisation, Miscellaneous Obligation Documents (MOD) etc. The Post Identification Code follows the pattern established by UNDP and comprises four sections:

a	bcd	ef	g
DP	COL/72/001	11-01	32.1.A

For the establishment of the different parts of the Post Identification Code, the following rules are applicable:

i. Sources of funds: (a)

See section K of the UNIDO Codes for Computer Applications, page 3;

ii. Country codes: (b)

See section D of the UNIDO Codes for Computer Applications;

iii. Year of approval: (c)

This is the year in which the project was approved;

iv. Project number: (d)

The project number is assigned by UNDP, DPC, Budget Service and others, according to the source of funds (see International Chief Technical Adviser's Manual, Annex D);

v. Budget line component: (e)

The budget line will in all cases be issued by the Budget Section (see UNDP/OFM/IV, page III E to E4). The first digit identifies the following budget line components:

1. project personnel
2. subcontracts
3. training
4. equipment
5. miscellaneous

Financial Services have established that, for all new project budgets of UNIDO, the budget lines 11-01 to 11-49 will be used for experts and 11-50 onwards for consultants.

vi. Sequential numerical subdivision within budget line component: (f)

See also UNDP/OFM/IV, page 3E to E4;

vii. Groups of activity: (g)

See section B of UNIDO Codes for Computer Applications.

(e) The project Allotment Document (PAD, Form FS.69, Rev.2)

i. the PAD issued by Budget Section will be the authoritative source document for the Project Identification Code;

ii. the budget lines will appear in all cases on the Project Budget.

(f) Explanatory notes for completion of left-hand side of Form P.5

i. Name

Fill in the name if the action is for appointment, extension of an assignment or for a transfer;

ii. Action

Indicate whether action is recruitment, extension or transfer and state the number of man months;

iii. Effective date

Indicate the approximate reporting date. If a specific date is required, explain this under item 12;

iv. Type of appointment

Leave blank, except when the post is to be financed from a budget line identified in the project budget as "consultants", write "CONSULTANT";

v. Functional title

Use the same title as on the job description or in the Programme Allotment Document (PAD); here again the word "CONSULTANT" is to be used if the post is to be financed from a budget line so identified in the project budget;

vi. Category

Leave blank;

vii. Allotment account number

Insert project number as appearing in PAD;

viii. Post number

Insert post identification number as appearing in PAD;

ix. Department/Division

Insert Section and Division;

x. Official duty station

xi. Office/Service

Leave blank;

xii. Remarks

Insert valid PAD number, Specific Activity Code and any other remarks, as needed; mention also attachments (if any).

IV. STREAMLINING PROCEDURES

In its efforts to reduce the time required for the recruitment of technical co-operation experts, PPRS is studying several innovative approaches to the classic type of action used in the past.

Some of these innovations are already being implemented, such as the submission of experts to governments without previous check of availability (if the candidate is not available, his candidature is withdrawn by cable). Other procedures being investigated include the following:

i. complete automation of the Roster Unit and the PMRU statistics;

ii. introduction of a new, expanded classification code to substitute the present numerical code by means of a feasibility study to introduce an Integrated Set of Information Systems which will enable input and output, which do not require codes or technical abbreviations but which use a disciplined, straightforward, English terminology;

iii. introduction of a Compendium of Field Experts, which includes a list of short-term, highly qualified, UNIDO-proven experts and consultants, of whose human and professional qualities the Organisation is convinced. This Compendium has been distributed to all countries recipient of technical assistance and is up-dated periodically;

iv. obtaining from the governments the waiving of submission of candidates for short-term assignments, especially for some sources of funds, such as SI;

v. advertising in newspapers and specialised papers for difficult recruitment cases, utilising project funds (miscellaneous);

vi. promoting recruitment through Reimbursable Loan Agreements, whereby an individual is loaned for a fixed term in an exchange of correspondence with the lending organisation, which is then reimbursed for the actual cost incurred in providing the employee's services;

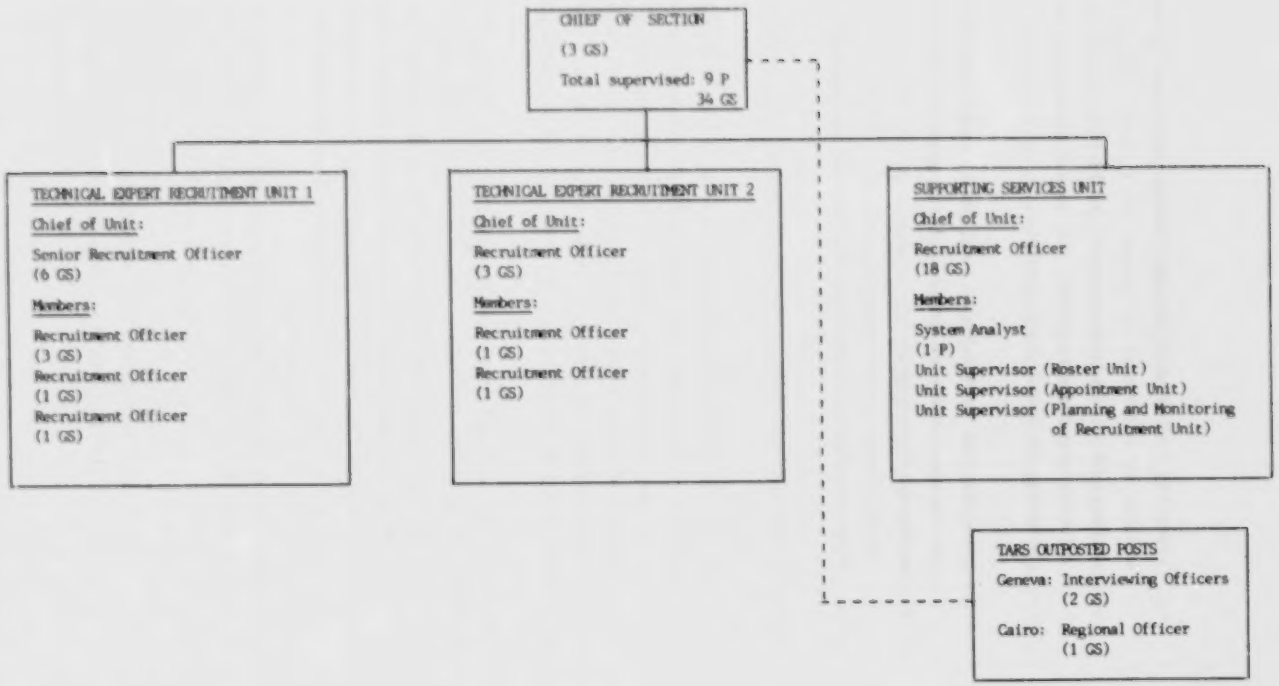
vii. promoting the utilisation of national, human resources in the implementation of UNDP-supported projects (see section G., paragraph (e), page 22);

viii. other procedures which might be devised in the future.

ANNEX I

ORGANIZATIONAL CHART

PROJECT PERSONNEL RECRUITMENT SECTION



ANNEX II

UNIDO
UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

VIENNA INTERNATIONAL CENTRE
P.O. BOX 300, A-1400 VIENNA, AUSTRIA
TELEPHONE: 26 310 TELEGRAPHIC ADDRESS: UNIDO VIENNA TELEX: 135612

SPECIAL SERVICE AGREEMENT

EXPERT ON MISSION

INDEX NUMBER:
PPRS/APP/No.

MEMORANDUM OF AGREEMENT made this day of 19 between the United Nations Industrial Development Organization (UNIDO) and (hereinafter referred to as the "subscriber"), whose address is

WHEREAS UNIDO desires to engage the services of the subscriber on the terms and conditions hereinafter set forth, and

WHEREAS the subscriber is ready and willing to accept this engagement of service with UNIDO on the said terms and conditions,

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. NATURE OF SERVICES

The subscriber shall perform the following services according to the following schedule:

2. DURATION OF AGREEMENT

This agreement shall commence on the day of 19 , and shall expire on the satisfactory completion of the services described above, but not later than the day of 19 , unless sooner terminated under the terms of this agreement. Either party may terminate this agreement at any time by giving the other party days' notice in writing of its intention to do so.

In the event the duration of the agreement is terminated prior to or extended beyond its due expiration date, the subscriber shall be compensated for the actual amount of work performed and the actual time spent on the project on a *pro-rata* basis.

3. CONSIDERATION

As full consideration for the services performed by the subscriber under the terms of this agreement, UNIDO shall pay the subscriber upon certification by:

_____
(Division)

that the services have been satisfactorily performed the sum of $
as follows:

NOTE: The subscriber will be responsible for any taxes due on the remuneration and as a consequence, no statement of earnings will be issued by UNIDO to the subscriber.

Original: Subscriber *NATIONALITY:*

Form/PS.39/Rev.4 (8.79)

4. STATUS OF THE SUBSCRIBER

The subscriber shall be considered as having the legal status of an Expert on Mission for the purposes of the Convention on the Privileges and Immunities of the United Nations. The subscriber shall not be considered in any respect as being a staff member of UNIDO.

5. RIGHTS AND OBLIGATIONS OF THE SUBSCRIBER

The rights and obligations of the subscriber are strictly limited to the terms and conditions of this agreement. Accordingly, the subscriber shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this agreement. The entitlement to compensation in the event of service incurred death, injury or illness is subject to the said death, injury or illness having occurred while the subscriber was engaged in authorized travel at UNIDO expense or was working in an office of the Organization on official UNIDO business, and is equivalent to compensation payable to a staff member at level P-4, step V, according to the provisions of appendix D to the Staff Rules.

6. TITLE RIGHTS

The title rights, copyrights, and all other rights of whatsoever nature in any material produced under the provisions of this agreement shall be vested exclusively in UNIDO.

7. UNPUBLISHED INFORMATION

The subscriber shall not communicate to any person or other entity any unpublished information made known to him by UNIDO in the course of performing his obligations under the terms of this agreement except upon authorization by UNIDO.

IN WITNESS WHEREOF the parties hereto have executed this agreement.

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

By _____ _____ Date: _____
(Authorized Officer) *(Subscriber's Signature)*

By _____ Banking Instructions: _____
(Office of Personnel) *(Subscriber to Indicate)*

M.O.D. Number: _____

Post Key Code: _____ Marital Status: _____

Allotment Account Number: _____ Date of Birth: _____

Original: Subscriber

Form/PS.39/Rev.5/Add.1 (9.83) E

ANNEX III

EXPLANATORY NOTE ON REIMBURSABLE LOANS

The system of reimbursable loans established by the United Nations provides a useful alternative to direct recruitment in cases where experts do not wish to sever their links with their permanent employers but are desirous of working for the United Nations for a period of time. The main features of this system have been noted below.

I. GENERAL

Experts are normally appointed as staff members under the United Nations Staff Regulations and Staff Rules applicable to 'Technical Assistance Project Personnel'. There is a provision in the Staff Rules for securing the services of project personnel on a reimbursable loan basis.

Definition of reimbursable loan

A reimbursable loan occurs when an individual is loaned to the United Nations for a fixed-term and the United Nations, in an exchange of letters or cables with the lending organization, agrees to reimburse it for the actual cost incurred in providing the employee's services, including the base emoluments paid to him by his organization during the period of the loan.

II. AGREEMENT WITH THE LENDING ORGANIZATION

Costs to be reimbursed

The Agreement with the lending organization itemizes the expert's emoluments and includes details of any of the additional charges listed below which are to be paid by the United Nations to the lending organization.

- Gratuities or supplementary allowance (to specify);
- Contribution to any pension fund;
- Social Security; - National Insurance Contribution (unemployment)
- Children's allowance;
- Annual Leave;
- Insurances (travel, life, medical etc.) (to specify);
- Overseas allowance;
- Overhead administrative costs (up to a maximum of 12 % of the total of other reimbursable items).

The reimbursement of any of the above costs will automatically exclude the expert from the corresponding entitlements under the Staff Rules.

The terms may also provide for payment by the United Nations on behalf of, or directly to, the expert of travel expenses to and from the duty station and any field allowances admissible under the Staff Rules to the extent that reimbursable charges do not provide for such indemnities.

.../...

.../...

III. AGREEMENT WITH THE INDIVIDUAL

Pre-appointment formalities

The pre-appointment formalities are the same as for regular experts. The candidate is required to complete a United Nations Personal History form (P.13), is interviewed by the North American Recruitment Office, the European Recruitment Office, the Resident Representative or another official of the United Nations. The candidature is then evaluated by the United Nations and, if found suitable, submitted in the usual way to the requesting government, except in the case of consultant posts for which formal submission is not normally required.

At the time a candidate is proposed for a post or is about to be selected (without submission) for an expert post, he is asked to undergo a regular medical examination as prescribed by the United Nations. If the duration of the proposed assignment is three months or less, the requirement of a medical examination is dispensed with, provided the lending organization submits a medical certificate stating that the individual has had a medical examination (which revealed no important abnormalities) within the preceding nine months and that he has had no serious illness since that examination.

Appointment procedure

An individual loaned to the United Nations by a private employer signs a Letter of Appointment. He is also given a copy of the Agreement with the lending organization.

The expert takes the oath of office and is considered to be a staff member of the United Nations. He is, therefore, covered by the Convention on the Privileges and Immunities of the United Nations and receives a United Nations Laissez-Passer.

Entitlements

The expert may be eligible for any of the following benefits if the terms of employment as agreed with the lending organization do not provide for reimbursement to them of the related costs.

- Daily subsistence allowance OR
- Installation Grant, assignment allowance, post adjustment, dependency allowance and education grant;
- Annual leave(must be taken within the period covered by the loan arrangement);
- Sick Leave;
- Participation in the Group Life Insurance Plan and the Medical Care Plan;
- Compensation for service-incurred death, injury, illness or accident.

.../...

.../...

Eligibility

The expert's entitlements referred to above will be determined on receipt of the cost plan provided by the lending organization.

4531 HIATUS FINANCING AND EXTENDED SICK LEAVE

1.0 Hiatus Financing

1.1 Definition

Hiatus financing is an administrative arrangement which enables Agencies to retain, between two successive assignments, the services of experts possessing expertise that would be difficult to obtain in a short period of time.

1.2 Policy

(a) The following conditions must be met before an Agency may finance an expert under the terms of hiatus financing:

(i) The expert must possess expertise not easily obtainable in a short period of time;

(ii) The prospect must exist that the expert will be reassigned to another project within six months;

(iii) The prospective reassignment should be to a UNDP-assisted project (except for cases under (v) below) and must be for a period of 12 months or more;

(iv) The expert's previous contract must have been with a UNDP-assisted project and his/her assignment must have been completed, and the annual leave chargeable to that project exhausted. Annual leave chargeable to the project is that portion of the accumulated leave which is actually taken as leave prior to the expiration date of the expert's contract. Any additional leave entitlement, which would otherwise have been commuted to a cash payment, will be included as a charge under hiatus financing and the comparable period accounted for as hiatus financing;

(v) Where the expert is to be reassigned to a non-UNDP financed project, the cost of the hiatus financing arrangement must not exceed the estimated cost to UNDP of the separation of the expert;

(b) Subject to conditions under para. 1.2(a), financing may be authorized by Agencies for a period of up to two months without prior UNDP approval. Hiatus financing for a period exceeding two months in total requires prior UNDP approval. In order to obtain the required approval, an Agency must submit its request, with complete details as specified in para. 1.3(a) below, to the Director, Division of Finance, UNDP. The Agency may submit such a request by cable when necessary;

c) . Policies and procedures covering hiatus financing apply to all activities and projects financed from UNDP general resources. In the case of experts to be held over from UNDP-administered Trust Fund activities or other funds managed by UNDP, advance authorization will be needed and UNDP would judge the possibility for hiatus financing on the merits of each case.

1.3 Procedures

(a) When requesting approval of the hiatus financing, the following information should be submitted:

(i) Expert's name and length of service with the Agency;

(ii) Project number and previous assignment;

(iii) Project number and estimated duration of proposed new assignment;

(iv) Period covered by the hiatus financing;

(v) The cost to be incurred if hiatus financing is granted.

(b) Agencies will record payments relating to approved hiatus financing in a separate account;

(c) Costs associated with hiatus financing will be charged to overall resources of UNDP, and not to individual IPFs. Accordingly, there is no need to report costs on a man-month basis as charges to salary categories I and II;

(d) The costs associated with hiatus financing are to be reported to the Division of Finance, UNDP, twice yearly, as at 30 June and 31 December. These costs will be recorded in Agency books and debited in the UNDP operating fund statement on a semi-annual basis;

(e) The following information shall be included in the Agency semi-annual report on all cases of hiatus financing:

(i) Expert's name and grade level;

(ii) Project number of previous assignment;

(iii) Project number and duration of new assignment. If, at the time of the report, the expert has not yet been reassigned/placed, leave project number blank. In the event that no future placement materializes and the contract has expired, indicate "Not Placed - separated";

(iv) Period covered by the hiatus financing (where period exceeds two months, the specific UNDP authorization is to be cited);

(v) The location of the expert during the hiatus period;

(vi) The cost associated with each individual case of hiatus financing;

(f) UNDP shall include in its annual financial report appropriate information on hiatus financing, based upon reports furnished by Agencies.

2.0 Extended sick leave

2.1 Definition

Extended sick leave is a period of sick leave in excess of the annual six weeks which is normally accepted by UNDP as a charge to the project budget.

2.2 Policy

(a) The following conditions must be met before an Agency may finance an expert under the terms of extended sick leave:

(i) The illness involved should result from or be contracted during service on a UNDP-financed project;

(ii) Proof of illness must be based upon competent medical advice;

(iii) Extensions of appointment for the purpose of utilizing authorized sick leave may be granted only in those cases where Agency Staff Rules specifically provide for such extensions. The possible application of provisions for compensation payments should be considered in this connexion;

(b) Costs of extended sick leave will be incurred only after the project has been charged with the initial six weeks of normally accepted sick leave;

(c) Policies and procedures covering extended sick leave apply to all activities and projects financed from UNDP resources and those financed from UNDP-administered Trust Funds.

2.3 Procedures

(a) Extended sick leave shall be granted within the sick leave provisions of Agency Staff Rules;

(b) Agencies will record payments relating to extended sick leave in a separate account;

(c) Unlike sick leave chargeable to the project budget, extended sick leave is charged to the overall resources of UNDP. Accordingly, there is no need to report costs on a man-month basis as charges to salary categories I and II;

(d) The following information shall be included in a semi-annual Agency report with respect to all extended sick leave as at 30 June and 31 December of each year:

(i) Expert's name and grade level;

(ii) Project number of assignment;

(iii) Period of extended sick leave, as authorized by the Agency Medical Director;

(iv) Confirmation that illness resulted from or was contracted during service in a UNDP financed project.

(v) Cost involved in each individual case.

(e) UNDP shall include in its annual financial report appropriate information on extended sick leave, based upon reports furnished by Agencies.

ANNEX V

UNITED NATIONS NATIONS UNIES

COMPOSITION OF EXPERT'S COSTS

NAME :

PLACE OF RECRUITMENT : Chain, Belgium

LEVEL AND STEP : 1/I

NUMBER OF DEPENDANTS : 1 (wife)

AGES OF DEPENDENT CHILDREN : -

PROJECT ACCOUNT NUMBER : TF/FIJ/81/001/11-01

NATIONALITY : Belgian

DUTY STATION: Nabouwalu

EOD : asap

DURATION OF APPOINTMENT/ 1 year

Base Salary (including salary increment)	$ 15.166,-
Post Adjustment (Class X23D) ..subject to change.....	3.106,84
Assignment Allowance	2.000,-
Pension Fund (14 % of gross pensionable remuneration).....	3.003,-
Repatriation Grant (8% of net base salary)	1.332,-
Dependency Allowance for children	-
Subsidies (Medical and Group Life Insurances)	454,20
Installation Grant (including lumpsum) ..subject to change...	3.300,-
Daily subsistence Allowance	-
Education Grant	-
Education Grant Travel	-
Expert and Dependents' travel (round-trip) incl. excess bagg.	9.700,-
Shipment of Personal Effects .....000.VUV.....	8.000,-
Commutation of Annual Leave (30 days per year)	1.428,87
Miscellaneous :	750,-
Appendix D coverage - 1 % of base salary (coverage on self-insured basis) ..... $	151,-
Official Travel in the Field ..... $ -	
Cost	48.391,11
Add 12 % Administrative overhead and substantive Backstopping	5.806,93
TOTAL COST :	54.198,04
round off	$ 54.200,-

Requested by : M. M. Marchich

Prepared by : U. Petroff

Section : IOD/PPRS

Date : 10.7.81

ANNEX VI

UNITED NATIONS NATIONS UNIES

COMPOSITION OF EXPERT'S COSTS

NAME :

PROJECT ACCOUNT NUMBER : TF/IRQ/77/003/11-03/E

PLACE OF RECRUITMENT : Vicente Lopez, B.A.

NATIONALITY : Argentina

LEVEL AND STEP : Proforma L 5 / I 4 months

DUTY STATION: Baghdad, Iraq

NUMBER OF DEPENDANTS : —

EOD :

AGES OF DEPENDENT CHILDREN : —

DURATION OF APPOINTMENT/ EXTENSION OF APPOINTMENT : FOUR MONTHS

Base Salary (including salary increment) FOUR MONTHS	$ 10.259,-
Post Adjustment (Class ___)	—
Assignment Allowance	—
Pension Fund (14 % of gross pensionable remuneration)	—
Repatriation Grant (8% of net base salary)	—
Dependency Allowance for children	—
Subsidies (Medical and Group Life Insurances)	474, -
Installation Grant (including lumpsum)	—
Daily subsistence Allowance US$70,-per day/4 months proforma	8. 400,-
Education Grant	—
Education Grant Travel	—
Expert ~~and Dependants~~ travel (round-trip) incl. excess bagg.	4.472, -
Shipment of Personal Effects round trip	470,-
Commutation of Annual Leave (__ days per year)	—
Miscellaneous :	
Appendix D coverage - 1 % of base salary (coverage on self-insured basis) $ 102,-	
Official Travel in the Field $ 1.500,-	
Cost	25.677, -
Add 14 % Administrative overhead and substantive Backstopping	3.594, 78
TOTAL COST :	29.271, 78

Requested by : Messrs. Talashov/Winkelmann Prepared by : U.Petroff U. Petroff

Section : IO/INFRA PPES Date : 6 April 1981

Round-off US$29.300,-

PROFORMA CUTTING SHEET

ANNEX VII

UNITED NATIONS NATIONS UNIES

COMPOSITION OF EXPERT'S COSTS

NAME :

PROJECT ACCOUNT NUMBER :

PLACE OF RECRUITMENT :

NATIONALITY :

LEVEL AND STEP : PROFORMA

DUTY STATION:

NUMBER OF DEPENDANTS :

EOD :

AGES OF DEPENDENT CHILDREN :

DURATION OF APPOINTMENT/
EXTENSION OF APPOINTMENT :

Base Salary (including salary increment)	$ 33,318
Post Adjustment (Class ___).....	17,387
Assignment Allowance	2,000
Pension Fund (14 % of gross pensionable remuneration).....	8,029
Repatriation Grant (8% of net base salary)	2,888
Dependency Allowance for children	900
Subsidies (Medical and Group Life Insurances)	474
Installation Grant (including lumpsum)	6,450
Daily subsistence Allowance	—
Education Grant	6,000
Education Grant Travel	
Expert and Dependents' travel (round-trip) incl. excess bagg.	
Shipment of Personal Effects	
Commutation of Annual Leave (30 days per year)	3,094
Miscellaneous :	
Appendix D coverage - 1 % of base salary (coverage on self-insured basis)	$ 333
Official Travel in the Field	$ 1,500
Cost	
Add 14 % Administrative overhead and substantive Backstopping	
TOTAL COST :	

Requested by : _____ Prepared by : _____

Section : _____ Date : _____

ANNEX VIII

P 00 (8-00) - E

UNITED NATIONS NATIONS UNIES

NEW YORK

Index Number | Date: Day Month Year

SPECIAL SERVICE AGREEMENT **PART A.**

MEMORANDUM of AGREEMENT made on the above date between the **UNITED NATIONS** and

Name | Address

(hereinafter referred to as the subscriber)

WHEREAS the United Nations desires to engage the services of the subscriber on the terms and conditions hereinafter set forth and

WHEREAS the subscriber is ready and willing to accept this engagement of service with the United Nations on the said terms and conditions,

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. **NATURE OF SERVICES** – The subscriber shall perform the services according to the schedule which forms a part of this contract. **(See reverse)**

Commencement Date | Expiration Date

2. **DURATION OF AGREEMENT** – This agreement shall commence on the above-noted commencement date, and shall expire on the satisfactory completion of the services described above, but not later than the above-noted expiration date, unless sooner terminated under the terms of this agreement. Either party may terminate this agreement at any time by giving the other party ____ days' notice in writing of its intention to do so.

In the event of this agreement being terminated prior to its due expiration date, the subscriber shall be compensated for the actual amount of work performed to the satisfaction of the United Nations on a pro rata basis.

Department | Code

3. **CONSIDERATION** – As full consideration for the services performed by the subscriber under the terms of this agreement, the United Nations shall pay the subscriber upon certification by the above-named department that the services have been satisfactorily performed, the sum of

4. **STATUS OF THE SUBSCRIBER** – The subscriber shall be considered as having the legal status of an independent contractor. The subscriber shall not be considered in any respect as being a staff member of the United Nations.

5. **RIGHTS AND OBLIGATIONS OF THE SUBSCRIBER** – The rights and obligations of the subscriber are strictly limited to the terms and conditions of this agreement. Accordingly, the subscriber shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this agreement.

6. **TITLE RIGHTS** – The title rights, copyright rights, and all other rights of whatsoever nature in any material produced under the provisions of this agreement shall be vested exclusively in the United Nations.

7. **UNPUBLISHED INFORMATION** – The subscriber shall not communicate to any person or other entity any unpublished information made known to him by the United Nations in the course of performing his obligations under the terms of this agreement except upon authorization by the United Nations.

8. **OTHER REMARKS.**

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

UNITED NATIONS

(Certifying Officer) | (Office of Personnel Services) | (Subscriber)

BY:

Place | Date | Place | Date

Payment Account No. | Project Symbol | U.N.D. No. | Nationality | Code

NOTE: *The United Nations undertakes no responsibility for taxes payable by the subscriber on payments made under this contract. No statement of earnings will be issued by the United Nations to the subscriber.*

Copy 1: SUBSCRIBER

UNITED NATIONS NATIONS UNIES

NEW YORK

SPECIAL SERVICE AGREEMENT **PART B.**

NATURE OF SERVICES –*NOTE: This schedule is an integral part of the Special Service Agreement and must be duly completed.*

(Certifying Officer) (Office of Personnel Services) (Subscribed)

(Date)

ANNEX IX

OFFICE DES NATIONS UNIES A GENÈVE

Comité consultatif
pour les questions administratives

UNITED NATIONS OFFICE AT GENEVA

Consultative Committee
on Administrative Questions

Télégrammes : UNATIONS, GENÈVE
Télex : 28 96 96
Téléphone : 34 60 11 31 02 11
RÉF. N°: GB/AD 128/9(5)
(à rappeler dans la réponse)

Palais des Nations
CH-1211 GENÈVE 10

ACC/1981/PER/CM/12
22 April 1981

TO: ALL MEMBER ORGANIZATIONS

FROM: ASSISTANT SECRETARY

SUBJECT: MODEL SERVICE AGREEMENT FOR EMPLOYMENT OF NATIONAL EXPERTS AND GUIDELINES FOR USE IN CONNEXION WITH THE AGREEMENT

1. The Annexes to this circular memorandum contain the final versions of the service agreement for the employment of national experts and related guidelines. Two changes have been made in relation to the draft texts:

(a) in item 4 of the agreement, "normally" has been inserted in the first paragraph between "will" and "be accorded";

(b) in paragraph (a) of Article 3 of the guidelines, the following words have been added at the end of the first sentence, after "same level": "and will be paid in local currency only".

2. Organizations are reminded that the agreement is to serve as a model, and that while abiding by its main principles, they remain free to adapt it to fit their particular circumstances.

Service Agreement

MEMORANDUM OF AGREEMENT MADE THIS _____ DAY OF _____ 19 , between the hereinafter referred to as ( ) being the Executing Agency for project _____ and _____ (hereinafter referred to as the signatory) whose address is _____

WHEREAS _____ desires to engage the services of the signatory in the context of the attached project document and on the terms and conditions hereinafter set forth, and

WHEREAS the signatory is ready and willing to accept this engagement of service with _____ on the said terms and conditions,

NOW, THEREFORE, the parties hereto agree as follows:

1. TERMS OF REFERENCE

(a) The signatory will be assigned to project _____ _____ and will have the following terms of reference:

Subject to the agreement of both parties, these terms of reference may be modified from time to time, as required in the interest of the project.

(b) The signatory will work under the direction of and will report to the _____ (Title).

2. DURATION OF AGREEMENT

This agreement will come into effect on the _____ day of _____ 19 , and shall expire on the _____ day of _____ 19 , subject to the provisions of Article 7 below.

This agreement carries no expectation of renewal.

3. REMUNERATION

As full consideration for the services performed by the signatory under the terms of the Agreement, the (Executing Agency) shall pay the signatory the sum of _____ (local currency) per _____ .

(a) Travel costs

The actual costs incurred on project-related official travel will be reimbursed to the signatory by the (Executing Agency) up to the normal UN/Agency standards.

(b) The signatory confirms that he/she holds adequate health insurance for him/herself and his/her immediate family for the duration of this Agreement.

4. ENTITLEMENTS

The signatory will normally be accorded the annual, sick and maternity leave provisions applicable to Government civil servants associated with the project.

Working hours and holidays shall be those applying to the project to which the signatory is assigned.

5. STATUS OF THE SIGNATORY

The signatory shall not be considered in any respect as being a staff member of the (Executing Agency).

6. RIGHTS AND OBLIGATIONS OF THE SIGNATORY

The rights and obligations of the signatory are strictly limited to the terms and conditions of this Agreement. Accordingly, the signatory shall not be entitled to any benefit, payment, subsidy, compensation or pension from the (Executing Agency), except as expressly provided in this Agreement.

The signatory shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied on the remuneration received.

7. RESCISSION

Either party may rescind this Agreement at any time by giving the other party _____ days' notice in writing of its intention to do so.

Should it be necessary for this Agreement to be foreshortened by the (Executing Agency), the signatory shall receive reasonable compensation; this will not be less than one week's remuneration for each unexpired month of the agreement. Compensation may be paid in lieu of notice.

Should dismissal for improper conduct be deemed necessary, this Agreement may be rescinded with immediate effect upon written notice; no compensation will be payable in such cases.

8. COMPENSATION FOR SERVICE-INCURRED DEATH, INJURY OR ILLNESS

In the event of death, injury or illness attributable to the performance of services on behalf of the (Executing Agency) under the terms of this Agreement, the signatory shall be entitled to compensation .....
.....

(text to be inserted by each Agency)

Health insurance and pension coverage are not provided under this Agreement.

9. DESIGNATION OF BENEFICIARY

The signatory has designated _____ whose address is _____
as his/her beneficiary for all amounts standing to the signatory's credit under the terms of this Agreement in the event of the signatory's death.

10. TITLE RIGHTS

The title rights, copyrights and all other rights of whatsoever nature in any material produced under the provisions of this Agreement shall be vested exclusively in the (Executing Agency).

11. UNPUBLISHED INFORMATION

The signatory shall not make use of any unpublished or confidential information, made known to him/her in the course of performing his/her duties under the terms of this Agreement, except upon authorization of the (Executing Agency). This provision shall remain in force after the expiration or rescission of this Agreement.

12. DISCLOSURE

The signatory shall disclose to the representative of the (Executing Agency) any business or professional employment or activity in which he/she may be engaged prior to or at any time in the course of the present Agreement. These activities should not be incompatible with the performance of the services outlined under 1.

13. STANDARDS OF CONDUCT

The signatory shall conduct him/herself at all times with the fullest regard for the purposes and principles of the United Nations and its Agencies, and in a manner befitting his/her relationship with the (Executing Agency) under this contract. The signatory shall not engage in any activity that is incompatible with those purposes and principles or the proper discharge of his/her duties with the project. He/she shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on that relationship, or on the integrity, independence and impartiality which are required by that relationship. While the signatory is not expected to give up any national sentiments or political and religious convictions, he/she shall at all times bear in mind the reserve and tact required by reason of his/her relationship with the (Executing Agency).

The signatory shall not accept any favour, gift or remuneration from any source external to the (Executing Agency) without first obtaining its approval.

14. SETTLEMENT OF DISPUTES

Any claim or dispute relating to the interpretation or the execution of the present Agreement which cannot be settled amicably shall be settled by binding arbitration. The arbitration panel shall be composed of a Government official nominated by the signatory, a representative of (Executing Agency) and a Chairman agreed to by the two of them.

(Administrative and financial clearances and signatures)

Guidelines

These Guidelines are designed to assist Executing Agencies entering into an agreement with a national for the use of his or her professional services in the implementation of a specific national project.

A. BACKGROUND

It is recalled that the following criteria, which have been developed through inter-agency co-operation,1/ govern the use of nationals in the execution of UNDP-financed projects. These may also be applied to non-UNDP financed projects:

(1) The use of national project personnel should be considered at the formulation and design stage of all projects;

(2) The project document of all new projects and major project revisions envisaging the use of national project personnel should include a standard provision delineating the governments' responsibilities in this respect:

"The Government agrees to the recruitment of national professional staff required for the implementation of this project, in accordance with established UNDP policies and procedures for this purpose. These services constitute an addition to the regular resources of the Government and will be available only for the duration of UNDP's participation in the project. Thus, UNDP's resources will be used to finance nationally recruited professional staff, including non-resident nationals, as an alternative to internationally recruited professional staff. The remuneration of UNDP-financed staff will be determined in consultation with the Government, and should, at all times, be at the best prevailing rates for comparable functions in the country. Total remuneration should not exceed that applicable within the United Nations system.

All nationals employed locally by the Agency to perform professional services under this project shall be accorded:

(a) immunity from legal process of any kind in respect of words spoken or written and acts done in the cause of the performance of his/her duties;

(b) inviolability for all papers and documents connected with his/her duties;

(c) for the purpose of his/her communications with the United Nations the right to receive papers and correspondence by courier or in sealed bags."

1/ Inter-Agency Consultative Meeting, June and December 1980.

(3) Executing Agencies should obtain the clearance of the Government for the appointment of national project personnel to be engaged by the agency;

(4) The curricula vitae of all candidates for national project personnel posts should undergo full technical evaluation by the Executing Agency to ensure the highest standards of competence;

(5) The service agreement should only be used in those cases where the Government is not able to undertake the direct recruitment of national project personnel under a reimbursable loan agreement.

B. PREPARATION OF THE AGREEMENT

(a) General

(1) Before receiving a "service agreement", the prospective signatory must be medically cleared by the UN examining physician in the locality;

(2) The agreement can be amended as required, should there be need to renegotiate certain aspects of it. It may be necessary, for example, to take into account inflation and salary increases in the "outside market" by an interim salary increase;

(3) National project personnel, not being staff members under the terms of the United Nations Agency Staff Rules, shall not participate in the UN Joint Staff Pension Fund, nor shall they be issued with a laissez-passer;

(4) Whenever required by the Executing Agency, the UNDP Resident Representative will assist in the preparation and signing of Service Agreements;

(5) One copy of the Service Agreement should be lodged with the Headquarters of the Executing Agency. For those projects which are UNDP-financed one copy of the Agreement should also be lodged with the UNDP Resident Representative in the country in question in order to facilitate the collection of statistical data and monitoring.

(b) The Agreement

A model Service Agreement is attached. This Agreement can be amended to meet particular local requirements or to conform to specific operating procedures of the Executing Agency. The following suggestions and recommendations refer to specific articles of the model Agreement:

Article 1: Terms of Reference

Under section (a), the tasks to be performed by the signatory to the Agreement should be very clearly and realistically defined but should avoid reference to any staff category or classification level. The terms of reference should identify those elements which require national expertise or knowledge and represent a national input into the project. If a report is expected this should also be clearly indicated.

Under section (b), the supervisory relationship should be clearly defined. Normally, and unless otherwise specified by the Agency, the signatory will report to a Representative of the Executing Agency, i.e. the CTA, project team leader, project manager, Resident or Country Representative.

Article 2: Duration of Agreement

The Agreement may be for any fixed period of time, though it is strongly recommended that the period not exceed one year. If Agreements are renewed after the first year, this should be for further maximum periods of one year at a time until completion of the project.

Part-time employment may be envisaged under this Agreement and should be clearly specified in this and other related articles of the Agreement.

Article 3: Remuneration

Remuneration of resident national project personnel should be established in keeping with the following guidelines:

(a) Comparability with best prevailing local conditions

As the national project personnel would perform functions requiring national experience, would be engaged on an exclusively national basis and would not be subject to expatriation, their remuneration should be based on the best prevailing conditions in the country applicable to nationals carrying out functions of the same level and will be paid in local currency only. Limited surveys may therefore be necessary to determine such conditions; the UNDP Field Office will be at the disposal of the Agencies to assume a central co-ordinating role for such surveys. The salary scales established for locally recruited staff of the UN system may also serve as a broad reference point.

(b) Consistency with the present earnings of the selected candidate

The fixed remuneration rates should be set on an individual basis since the current salary and conditions of service of the prospective candidate for the post must be taken into consideration.

(c) Harmonization within the national framework and the project context

Since the remuneration of national project personnel will be subject to the clearance of the Government, and since the Government may wish to assume the role of employer at some stage of the project or upon its completion, levels of remuneration within the Government framework should be taken into account. It would be desirable to ensure internal harmony in the remuneration of national personnel experts working in the same project, so that any salary differences are in consonance with the existing supervisory and reporting relationships.

A wide degree of flexibility is therefore necessary in setting the remuneration of national project personnel, given the various considerations enumerated above.

In addition, where the signatory may have on-going pension fund, health and/or life insurance commitments, the Executing Agency may meet the costs of his/her participation in those insurances for the duration of the Agreement up to the maxima applicable to local practice. Specifically with regard to health insurance, the Executing Agency may wish to assist the signatory in making arrangements for a suitable health insurance for himself/herself and his/her family in those cases where he/she does not have suitable insurance.

(d) Currency of payment for non-resident nationals

Remuneration of nationals residing abroad may include compensation for continuing commitments in the country of residence. Such compensation may be negotiated in the currency of the country of residence, on the basis of clear evidence submitted by the signatory.

Article 5: Status of the signatory

The signatory should be made fully aware his/her status is that of a contractor and not in any way a staff member of the Executing Agency.

Article 6: Rights and Obligations

Similarly, it should be made quite clear to the signatory that his/her remuneration is taxable and that the Executing Agency will not reimburse these taxes.

Article 7: Rescission

The following notice periods are considered suitable:

For agreements of less than 6 months, up to 15 calendar days.
For agreements of 6 months to 1 year, 30 calendar days.

In exceptional circumstances, e.g. cessation of all or part of the project activities, or health reasons, where the Executing Agency is forced to rescind the Agreement, ad hoc compensation over and above the limits set in the Agreement may be considered. Such flexibility should, however, not exceed the standard UN Agency contractual practice under which the minimum indemnity is 6 weeks and the maximum is 3 months remuneration.

Article 8: Compensation for service-incurred death, injury or illness

Each Executing Agency must ensure adequate protection for the signatory in the event of service-incurred death, injury or illness. This protection may be provided either through the Agency's existing insurance provisions or other special arrangements.

Article 14: Settlement of Disputes

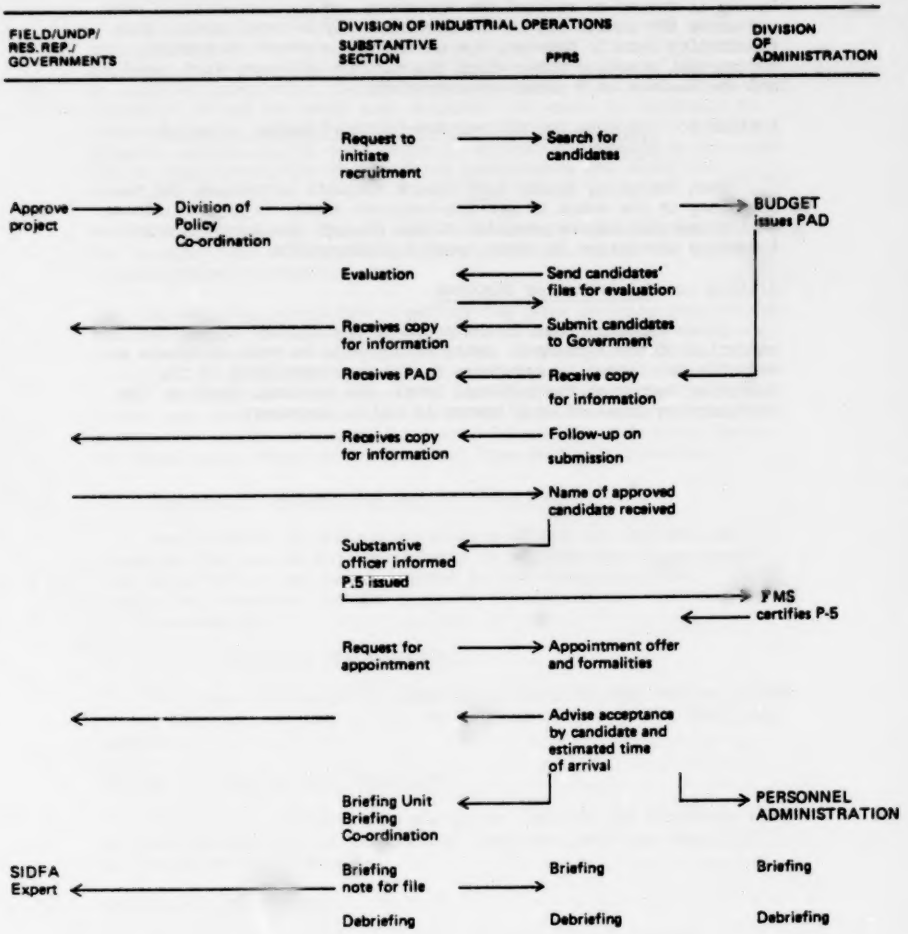
It is expected that in the event of any dispute during the execution of the Agreement, every effort will be made to obtain an amicable settlement by reference to the representative of the Executing Agency at the national level, the regional level or the headquarters level of each Agency as may be necessary.

ANNEX X

PROJECT PERSONNEL RECRUITMENT SECTION

FLOW CHART

RECRUITMENT OF PROJECT PERSONNEL



81-21578

ANNEX XI

UNIDO

REQUEST TO PPRS TO INITIATE RECRUITMENT ACTION

A. THIS PART TO BE COMPLETED BY THE BACKSTOPPING SECTION

Project number	Budget line	Programme component	Man-months of post	Date of request
/ / /	—			DD MM YY / /

Post title

Backstopping Section	Backstopping Officer	Room No.	Phone No.

Co-operating Section (if any)	Substantive Officer

☐ 1. Three (3) copies of Job Description and related background papers attached. ☐ Final ☐ Provisional

2. Post. ☐ Advance ☐ Approved ☐ P.5 attached

3. Indicate below the names, nationalities, and recruitment source (Government, UNDP, Project Manager, UNIDO) of any known candidate for the post. (Please indicate address if candidate is not on UNIDO Roster.)

Name of candidate	Nationality	Suggested by

Remarks

Through Section Chief/Head

Signature of Backstopping Officer

B. THIS PART TO BE COMPLETED BY PPRS

☐ Roster search requested
☐ Candidate obtained from roster
☐ Other candidate to be considered

Information to job description unit

☐ General distribution
☐ Internal distribution
☐ Final job description text cleared
☐ Issuance of job description pending results of
  ☐ Evaluation
  ☐ Roster search
  ☐ Interest, availability

Signature of Recruitment Officer – Action completed

Form/IOD.S/Rev.1 (11-80)

Original: PPRS post file

ANNEX VII

UNITED NATIONS
PERSONNEL ACTION

NATIONS UNIES
NOTIFICATION ADMINISTRATIVE

P.S. No.

PROPOSAL BY DEPARTMENT
PROPOSITION DU DÉPARTEMENT

1. Name - Nom

2. Action - Objet de la notification

3. Effective Date - Date de prise d'effet

4. Type of Appointment - Type de nomination

5. Functional Title - Titre fonctionnel

6. Post No. - No. de poste

7. Department - Bureau (Division - Section)

8. Duty Station - Lieu d'affectation

9. Grade - Classe

10. Step - Échelon

11. Salary - Traitement de base

12. Post Adjustment - Ajustement de poste

13. Language Allowance - Prime de connaissance des langues

14. Pensionable Remuneration - Rémunération ouvrant droit à pension

15. Dependency Allowances - Allocations pour charges de famille

16. Date of Birth - Date de naissance

17. Date of EOD to UN - Date d'entrée en fonctions

18. Country of Nationality - Pays de nationalité

19. Place of Home Leave - Lieu de congé dans les foyers

20. Place of Recruitment - Lieu de recrutement

21. Remarks - Observations

Drafting Officer - Chef de service qui a établi le projet — Date

Approving Officer - Chef de service qui a approuvé le projet — Date

P.S. No.

APPROVAL BY THE OFFICE OF PERSONNEL SERVICES
APPROBATION DU BUREAU DES SERVICES DU PERSONNEL

Index No. - Numéro d'inscription

1. Last Name, First Name and M.I. - Nom et prénoms

2. Action - Objet de la notification

3. Effective Date - Date de prise d'effet

4. Type of Appointment - Type de nomination

Code

Expiry or Review Date - Date d'expiration ou de révision

5. Functional Title - Titre fonctionnel

P.O. Code No. - Code du P.O.

Occupation

6. Grade - Classe

Step - Échelon

Base Salary - Traitement de base

Post Adjustment - Ajustement de poste

Language Allowance - Prime de connaissance des langues

Pensionable Remuneration - Rémunération ouvrant droit à pension

Dependency Allowances - Allocations pour charges de famille

Date of Birth - Date de naissance

Date of EOD to UN - Date d'entrée en fonctions

Base Salary - Traitement de base

Post Adjustment - Ajustement de poste

Type of Visa - Type de visa

Date of Birth - Date de naissance

Country of Nationality - Pays de nationalité

Place of Home Leave - Lieu de congé dans les foyers

Place of Recruitment - Lieu de recrutement

Name of Dependents - Noms des Personnes à Charge

Dependency Allowances - Allocations pour charges de famille

Date of Birth - Date de naissance

Sex/Sx.
M/F

Relationship of Secondary Dependent - Degré de parenté de la personne non bénéficiaire à charge

Remarks - Observations

For the Executive Secretary, General Personnel Services
Pour le Secrétaire général des services du personnel — Date

Copy 1 - OFFICE OF PERSONNEL SERVICES
Exemplaire 1 - BUREAU DES SERVICES DU PERSONNEL

ANNEX XIII

UNIDO

NOTICE OF CANDIDATE SELECTION

A. This part to be completed by PPRS

Project number	Budget line	Programme component
/ / /	—	

The following candidate has been selected by the Government for the above post.
Confirmation of selection attached (cable, letter, memorandum etc.):

Index number	Name	Nationality

Date	Recruitment Officer	Extension
DD / MM / YY		

Alternate candidates selected

Government's special requirements

Recruitment Officer's comments

B. This part to be completed by the Substantive Officer
Please complete the Briefing Instructions below, for inclusion in the Offer of Appointment of the candidate, returning all copies to PPRS, except your copy, as soon as possible.

1. Date required
   - ☐ As soon as possible
   - ☐ On a specific date, namely _____
   - ☐ In conjunction with other expert(s) for _____ Post identification no.

2. Number of days required for briefing
   - ☐ In Vienna
   - ☐ Elsewhere (give details) _____
   - ☐ Briefing not required

3. Number of days for debriefing
   - ☐ In Vienna
   - ☐ Elsewhere (give details) _____
   - ☐ Debriefing not required

4. Special remarks (if any)

Date	Name/stamp Officer	Signature	Room No.	Extension
DD / MM / YY				

Original: PPRS candidate file

Copy/ies to: (1) (2) (3)

ANNEX XIV

UNIDO

REQUEST TO PPRS TO STOP RECRUITMENT ACTION

A. THIS PART TO BE COMPLETED BY THE BACKSTOPPING SECTION

Project number	Budget line	Programme component	Date DD / MM / YY
/ / /	—		

Post title				
Backstopping Section	Backstopping Officer		Room No.	Phone No.

The above post has been ☐ CANCELLED ☐ SUSPENDED ☐ POSTPONED UNTIL _____

Attach communications from the field or give reasons for the action requested

Through Section Chief/Head
Signature of Backstopping Officer

B. THIS PART TO BE COMPLETED BY PPRS

☐ Job description external *Note to Recruitment: Sources circulated on*

☐ Job description internal

☐ Job description not yet issued

Signature of Recruitment Officer – Action completed

Form UNIDO 16 (11.78)

Original: POST FILE

ANNEX IV

P.13

UNITED NATIONS

PERSONAL HISTORY STATEMENT *(PROJECT PERSONNEL)*

(TARS I)

CONFIDENTIAL ADMINISTRATIVE INFORMATION

FOR INTERNAL USE BY THE UNITED NATIONS AND NOT FOR SUBMISSION TO GOVERNMENTS

1. FAMILY name | FIRST name | MIDDLE name | MAIDEN name, if any

2. DATE OF BIRTH | 3. PLACE OF BIRTH | 4. NATIONALITY AT BIRTH | 5. PRESENT NATIONALITY

6. SEX | 7. MARITAL STATUS: SINGLE ☐ MARRIED ☐ SEPARATED ☐ WIDOWed ☐ DIVORCED ☐

8. PRESENT ADDRESS | 9. PERMANENT ADDRESS | 10. PRESENT TELEPHONE No.: Office / Home

11. What do you consider as your SPECIALIZATION?

12. HAVE YOU ANY DEPENDENTS? YES ☐ NO ☐ IF THE ANSWER IS "YES", PLEASE INDICATE HEREUNDER:

N A M E	Date of Birth	RELATIONSHIP	N A M E	Date of Birth	RELATIONSHIP

13. WOULD YOU ACCEPT EMPLOYMENT FOR: LESS THAN SIX MONTHS? ☐ ONE YEAR? ☐ MORE THAN ONE YEAR? ☐

14. HAVE YOU PREVIOUSLY SUBMITTED AN APPLICATION FOR EMPLOYMENT WITH THE UNITED NATIONS OR ANY SPECIALIZED AGENCY? YES ☐ NO ☐ IF THE ANSWER IS "YES", PLEASE INDICATE WHEN APPLIED.

15. PLEASE STATE WHETHER YOU ARE A PERMANENT RESIDENT OF ANY COUNTRY OTHER THAN THAT OF YOUR NATIONALITY AND IF SO, WHICH ONE?

IF YOU HAVE TAKEN AND LEGAL STEPS TOWARDS CHANGING YOUR PRESENT NATIONALITY, PLEASE EXPLAIN.

16. ARE ANY OF YOUR RELATIVES EMPLOYED BY THE UNITED NATIONS OR SPECIALIZED INTERNATIONAL AGENCIES? YES ☐ NO ☐ IF THE ANSWER IS "YES", PLEASE INDICATE HEREUNDER:

N A M E	RELATIONSHIP	NAME OF INTERNATIONAL ORGANIZATION

17. SALARY, NAME OF SUPERVISOR, AND REASON FOR LEAVING (see Instruction 3)

(Confidential details pertaining to the first five entries listed under PROFESSIONAL EXPERIENCE on the second and third pages of TARS/2)

POSITION AS LISTED on TARS/2	ANNUAL SALARY GROSS and NET (after taxes)			ALLOWANCES in addition to salary	SUPERVISOR's NAME	DATES	REASON FOR LEAVING
		Starting	Final				
A.	gross					From:	
	net					To:	
B.	gross					From:	
	net					To:	
C.	gross					From:	
	net					To:	
D.	gross					From:	
	net					To:	
E.	gross					From:	
	net					To:	

18. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES ☐ NO ☐

19. REFERENCES: (see Instruction 4)

FULL NAME	FULL ADDRESS	TELEPHONE No.	BUSINESS or OCCUPATION
		Office:	
		Home:	
		Office:	
		Home:	
		Office:	
		Home:	

20. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES ☐ NO ☐

IF "YES", give full particulars in each case in an attached statement.

I certify that the statements made by me are true, complete and correct to the best of my knowledge and belief. I understand that any material misrepresentation or omission made herein or on any other document requested by the United Nations renders me liable to termination or dismissal.

Date: _____ Signature: _____

P.13

UNITED NATIONS

PERSONAL HISTORY STATEMENT *(PROJECT PERSONNEL)*

This form must be completed accurately. Selection for a United Nations Development Programme post depends on clearance by the requesting government. If your name is under consideration for such a post, a photocopy of TARS/2 will be sent to the government concerned. To facilitate copying, please use dark ink or preferably block typescript.

INSTRUCTIONS

1. **LANGUAGE:** Complete this form in one of the working languages of the United Nations, English, French or Spanish. However, if you are applying for a post listing English, French or Spanish as essential, please use the required language. If you wish to be considered as a bilingual or trilingual candidate, please complete separate sets of TARS/2 in each language.

2. **DOCUMENTARY EVIDENCE:** You may be invited to give documentary evidence in support of the statements you have made. Do not, however, send any document until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the United Nations.

3. **SALARY, DATE OF EMPLOYMENT, NAME OF SUPERVISOR, AND REASON FOR LEAVING:** In giving the annual salary in your present and most recent appointments, it is important to show both gross amounts and net (i.e. after tax); the total of any allowances should be shown separately.

4. **REFERENCES:** Please list three persons, not related to you, who are familiar with your character and qualifications. Do not repeat the names of the supervisors listed under SALARY, NAME OF SUPERVISOR, AND REASON FOR LEAVING. (TARS/1)

5. **EDUCATION:** Name all educational institutions and apprenticeship attended since age 15. Under "Degrees", please give the original full title of each degree with equivalent in English when necessary. (TARS/2)

6. **PUBLICATIONS OR PAPERS:** Please do not attach. Simply list titles, publisher and year in which published. (TARS/2)

7. **PROFESSIONAL EXPERIENCE:** This is a chronological record of your professional career. Start with your present (or most recent) position and work backward in time to your first professional job. You may use the Supplementary Sheet if you need more space. (TARS/2)

8. **ANALYSIS OF RELEVANT EXPERIENCE:** If you believe that the chronological record as completed by you under TARS/2 is inadequate for the proper evaluation of your experience, you should amplify on TARS/2 sheet, in your own words, any parts of your experience which in your opinion are particularly relevant to your statement concerning your specialization and to the post requirements if you are applying for a specific post.

9. A recent photograph should be attached, unless you have any objection.

10. This instruction sheet should be torn off and NOT returned.

ANNEX XVI

P.13

UNITED NATIONS

PERSONAL HISTORY STATEMENT *(PROJECT PERSONNEL)*

(TARS 2)

THIS INFORMATION MAY BE SUBMITTED TO MEMBER GOVERNMENTS

DATE: _____ SIGNATURE: _____

1. NAME:	2. NATIONALITY:
3. PRESENT ADDRESS:	4. DATE OF BIRTH:
	5. MARITAL STATUS:

6. KNOWLEDGE OF LANGUAGES Mother Tongue: _____

OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	EASILY	NOT EASILY	EASILY	NOT EASILY	FLUENTLY	NOT FLUENTLY	EASILY	NOT EASILY

7. EDUCATION (see instruction 5)

DATES ATTENDED From	DATES ATTENDED To	NAME and LOCATION of INSTITUTION of LEARNING	ACADEMIC DEGREES and CERTIFICATES or DIPLOMAS OBTAINED	MAIN FIELD of STUDY

8. LIST ANY PUBLICATIONS OR PAPERS: (see instruction 6)

9. LIST SPECIAL QUALIFICATIONS AND SKILLS CONFIRMED BY LICENCES HELD AND MEMBERSHIPS IN PROFESSIONAL, CIVIC, PUBLIC OR INTERNATIONAL SOCIETIES OR INSTITUTIONS RELEVANT TO YOUR APPLICATION, INDICATING CLASS OF MEMBERSHIP WHEN APPROPRIATE:

10. **PROFESSIONAL EXPERIENCE** (see Instruction 7)

A.

From: To most recent date of employment:

EMPLOYER (Name and Address) AND TYPE OF BUSINESS:

TITLE OF POST AND NATURE OF DUTIES:

NUMBER AND KIND OF EMPLOYEES SUPERVISED:

B.

From: To:

EMPLOYER (Name and Address) AND TYPE OF BUSINESS:

TITLE OF POST AND NATURE OF DUTIES:

NUMBER AND KIND OF EMPLOYEES SUPERVISED:

C.

From: To:

EMPLOYER (Name and Address) AND TYPE OF BUSINESS:

TITLE OF POST AND NATURE OF DUTIES:

NUMBER AND KIND OF EMPLOYEES SUPERVISED:

PROFESSIONAL EXPERIENCE **(Continued)**

D.	From: To: EMPLOYER (Name and Address) AND TYPE OF BUSINESS: TITLE OF POST AND NATURE OF DUTIES: NUMBER AND KIND OF EMPLOYEES SUPERVISED:
E.	From: To: EMPLOYER (Name and Address) AND TYPE OF BUSINESS: TITLE OF POST \ND NATURE OF DUTIES: NUMBER AND KIND OF EMPLOYEES SUPERVISED:
F.	From: To: EMPLOYER (Name and Address) AND TYPE OF BUSINESS: TITLE OF POST AND NATURE OF DUTIES: NUMBER AND KIND OF EMPLOYEES SUPERVISED:
G.	From: To: EMPLOYER (Name and Address) AND TYPE OF BUSINESS: TITLE OF POST AND NATURE OF DUTIES: NUMBER AND KIND OF EMPLOYEES SUPERVISED:

Use additional sheet if you have held more posts.

UNITED NATIONS

PERSONAL HISTORY STATEMENT *(PROJECT PERSONNEL)*

(TARS 3)

THIS INFORMATION MAY BE SUBMITTED TO MEMBER GOVERNMENTS

(see Instruction 8)

ANALYSIS OF RELEVANT EXPERIENCE: *Use this space to analyze your experience in relation to your statement concerning your specialization. Additionally, if you are applying for a specific post, please indicate the number of the Job Description of this post and analyze your experience in relation to the duties and requirements set out in the Job Description.*

ANNEX XVII

UNIDO

REQUEST FOR EVALUATION FOR SPECIFIC VACANCY

POST NO. _____ SUBSTANTIVE OFFICER _____

TITLE _____ BRANCH/SECTION _____

DATE OF REQUEST _____ SIGNATURE(S) _____

DATE RETURNED _____ _____

Source*	CANDIDATES (Name/Nationality/Sex/Index No.)	Rec.	NOT rec.	REMARKS
	1.			
	2.			
	3.			
	4.			
	5.			

* Source: GN / NRS / I / RO / SO / O

Original: PMRU / Computer
Copy 1: RECRUITMENT OFFICER
Copy 2, 3, 4, 5, 7: ARU / Candidate file
Copy 6: SUBSTANTIVE OFFICER

Form/IO 9/Rev.3 (7.81)

ANNEX XVIII

UNIDO

GENERAL ASSESSMENT OF CANDIDATE

TO BE COMPLETED BY THE SUBSTANTIVE OFFICER

Date: DD / MM / YY

Evaluation of the following candidate for roster classification or reclassification

Name	Nationality

Results of assessment: ☐ Recommended for roster ☐ Not recommended for roster

Level of responsibility
- ☐ Chief Technical Adviser
- ☐ Fully experienced expert
- ☐ Technician
- ☐ Associate/Junior expert

Without repeating information contained in the Personnel History form, indicate the candidate's distinctive qualifications, which should serve as a basis for the roster classification:

Completed roster classification sheet attached

INTERVIEW REPORT

Has an interview report been seen and considered ☐ YES ☐ NO

If not, state points you wish clarified during an interview and/or give technical questionnaire reference.

If applicable, suggest other sections whose technical judgement would be useful.

Date DD / MM / YY	Cleared by Section Chief/Head	
Date of assessment DD / MM / YY	Name of evaluating officer	Signature of evaluating officer

Original: PPRS candidate file

Form/IOD.14/Rev.1 (3.80)

ANNEX XIX

UNIDO PROJECT BUDGET/REVISION

COUNTRY	PROJECT NUMBER AND AMEND	SPECIFIC ACTIV	AUTHORITY FOR PROJECT	PAD NUMBER
SRI LANKA	DP/SRL/79/054/A	31.7.8	PREPARATORY ASSISTANCE DOCUMENT APPROVED BY UNDP 30/10/80. MEMO TANDON/PICHLER DATED 26/11/80.	80-2984

PROJECT TITLE	INDICATORS	C.O.B. DATE	DATE OF ISSUE	AMEND. TO PAD
ESTABLISHMENT OF A TEXTILE TRAINING AND SERVICE CENTRE.	N		80/12/02	
	MULTIFUND PROJECT NUMBERS			

CHECKED BY FSS | APPROVED BY | DONORS:

PROJECT PERSONNEL EXPERTS POST/TITLE	TOTAL M/M	TOTAL $	1981 M/M	1981 $	M/M	$	M/M	$	M/M	$
11-01 CHIEF TECHNICAL ADVISE	12.0	69.600.00	12.0	69.600.00						
11-02 CONSULTANT ON SPINNING	5.0	29.000.00	5.0	29.000.00						
11-03 CONSULTANT ON WEAVING	4.0	23.200.00	4.0	23.200.00						
11-50 OTHER CONSULTANTS	3.0	17.400.00	3.0	17.400.00						
11-XX	24.0	139.200.00	24.0	139.200.00						
13-00 SUPPORT PERSONNEL		2.000.00		2.000.00						
15-00 EXPERTS TRAVEL		1.000.00		1.000.00						
1X-XX	24.0	142.200.00	24.0	142.200.00						
31-00 FELLOWSHIPS	10.2	14.600.00	10.2	14.600.00						
49-00 EQUIPMENT		10.000.00		10.000.00						
51-00 OPERATIONS - MAINTENAN		2.500.00		2.500.00						
53-00 SUNDRIES		700.00		700.00						
5X-XX		3.200.00		3.200.00						
TOTAL	34.2	170.000.00	34.2	170.000.00						

ANNEX XX

EXPLANATORY NOTE ON THE OPAS SCHEME

Since 1959 the United Nations Programme of Technical Assistance has been expanded, under General Assembly resolutions 1256 (XIII) and 1946 (XVIII), to provide the developing countries with executive and administrative personnel, commonly referred to as 'OPAS' experts. The object of the scheme was to meet the special needs of newly independent countries for the services of international experts to fill, on a temporary basis, executive or operational posts in the administrative machinery of those countries as civil servants of the Governments until their own nationals could be trained to take over the respective functions, and to assist the Governments concerned to meet the additional expenses involved in the temporary employment of such specialists from abroad.

The Agreements 1/ into which the United Nations has entered with the interested Governments define the relationship between the expert made available and the Government on the one hand and between the expert and the United Nations on the other.

The essence of the OPAS arrangements as described in the resolutions of the General Assembly is the direct employment relationship between the expert recruited under the scheme, and his recipient Government. The expert serves as a civil servant of the Government concerned; the Government is his employer and pays him his salary and related emoluments at the rate payable to a national civil servant or other comparable employee holding the rank to which the expert is assimilated. In the performance of his duties, the expert is solely responsible to, and under the exclusive direction of, the recipient Government; he is forbidden to seek or accept instructions from any other Government or from any other authority external to his employing Government. He is also forbidden to engage in any activity that is incompatible with the purposes of the United Nations or the proper discharge of his duties with his recipient Government. He does not have the status of a staff member of the United Nations, and he is not subject to the United Nations Staff Regulations and Staff Rules, or to the authority of the executive head of the participating organization providing the assistance.

The Agreements also recognize the special international status attached to the experts made available under the scheme and provide for them to be accorded by their recipient Governments the same privileges and immunities in respect of their service as they would receive were they officials of the United Nations serving in the same country. The privileges and immunities which the Governments have agreed to grant to the experts made available under the Agreements are identical with those granted to officials of the United Nations under the Convention on the Privileges and Immunities of the United Nations.

The United Nations executes a contract of service with the expert that specifies the various benefits he will receive from the United Nations. Briefly, the contract provides for :

1) payment by the United Nations of an appropriate stipend to supplement his salary and allowances from the Government;
2) granting of additional benefits, 2/ under terms, conditions and definitions generally the same as those applicable to the staff members of the United Nations in the category of project personnel;
3) settlement of any relevant matter, for which no provision is made in the contract, according to the administrative practice of the United Nations.

.../...

The terms and conditions under which the United Nations recruits the expert and provides him with the various benefits listed below. These terms and the related administrative practices of the United Nations may be modified as appropriate to conform generally to changes which may be made hereafter to the Staff Regulations and Staff Rules of the United Nations.

1/ Agreements concluded for this purpose with various Governments by the United Nations Development Programme (UNDP), on behalf of the United Nations and the participating specialized agencies, refer to this programme as 'Operational Assistance' (OPAS), whereas the Agreements concluded earlier between the United Nations and the interested Governments described the Programme as 'Operational and Executive Assistance' (OPEX). Many Governments have signed the new OPAS Agreements which replaced the earlier OPEX Agreements. There are a number of countries which at the present time continue to receive assistance under the old OPEX Agreements with the United Nations.

2/ Additional benefits expressly provided in the Contract are :

a) travel and travel subsistence allowance for the expert and his recognized dependants on appointment and separation;
b) travel on home leave and travel to visit dependants;
c) dependency allowances;
d) post adjustments;
e) installation grant;
f) assignment allowance;
g) education grant and education grant travel for dependant children;
h) repatriation grant;
i) cash payment in lieu of accrued unused leave at the time of separation;
j) group life insurance, and accidental death and dismemberment insurance plans;
k) medical, hospital and dental insurance scheme;
l) reimbursement by the Organization of income taxes levied by the country of the expert's nationality or normal residence on the remuneration received from the employing Government and on the stipend and related emoluments paid by the Organization;
m) compensation for death, injury or illness attributable to performance of official duties for or on behalf of the employing Government;
n) payment of indemnity in the event of termination by the Organization.

ABBREVIATIONS

CCAQ ---------- Consultative Committee for Administrative Questions
DIO ---------- Division of Industrial Operations
DSA ---------- Daily Subsistence Allowance
ECA ---------- Economic Commission for Africa
ECLA ---------- Economic Commission for Latin America
ECWA ---------- Economic Commission for Western Asia
ESCAP --------- Economic and Social Commission for Asia and the Pacific
FMS ---------- Financial Management Section
IACM ---------- Inter-Agency Consultative Meeting
IBRD ---------- International Bank for Reconstruction and Development
IOV ---------- Inter-office Voucher
IO/COOP ------- Investment Co-operative Programme
JPO ---------- Junior Professional Officer
MDC ---------- Most Developed Countries
MOD ---------- Miscellaneous Obligation Document
OPAS ---------- Operational Assistance
OPEX ---------- See OPAS
PAC ---------- Purchase and Contract Service
PAD ---------- Project Allotment Document
PMRU ---------- Planning and Monitoring of Recruitment Unit
PPRS ---------- Project Personnel Recruitment Section
SIDFA --------- Senior Industrial Development Field Adviser
SSA ---------- Special Service Agreement
TARS ---------- Technical Assistance Recruitment Service
UN ---------- United Nations
UNDP ---------- United Nations Development Programme
UNIDO --------- United Nations Industrial Development Organisation

Sources of Funding

AR ------- Accounts Receivable
CC ------- Government Cash UNIDO
CD ------- Capital Development Fund
CS ------- Cost Sharing
DA ------- Programme Reserve
DC ------- Government Cash UNDP
DU ------- Associated Agency
EP ------- Environment
IPF ------ Indicative Planning Figure
PF ------- Population
RP ------- Regular Programme
SI ------- Special Industrial Services
SM ------- Special Measures
TF ------- Trust Funds
TS ------- SIS Trust Fund
TT ------- Transfer of Technology
UD ------- General Non-Convertible Pledges
UF ------- General
UNIDF ---- United Nations Industrial Development Fund
US ------- Special Purpose
VC ------- General
VS ------- Special